

**PROFESSIONAL SERVICES AGREEMENT**  
**CRIME SCENE AND BIOHAZARD WASTE CLEANUP SERVICES**  
City of Glendale Solicitation No. RFP 21-24

This Professional Services Agreement ("Agreement") is entered into and effective between CITY OF GLENDALE, an Arizona municipal corporation ("City") and Clean Scene AZ, LLC, an Arizona limited liability company, ("Consultant") as of the \_\_\_\_ day of \_\_\_\_\_, 2021 ("Effective Date").

**RECITALS**

- A. City intends to undertake a project for the benefit of the public and with public funds that is more fully set forth in **Exhibit A**, Project (the "Project");
- B. City desires to retain the professional services of Consultant to perform certain specific duties and produce the specific work as set forth in the attached **Exhibit B**, Project Scope of Work ("Scope");
- C. Consultant desires to provide City with professional services ("Services") consistent with best consulting or architectural practices and the standards set forth in this Agreement, in order to complete the Project; and
- D. City and Consultant desire to memorialize their agreement with this document.

**AGREEMENT**

The parties hereby agree as follows:

**1. Key Personnel; Other Consultants and Subcontractors.**

- 1.1 Professional Services. Consultant will provide all Services necessary to assure the Project is completed timely and efficiently consistent within Project requirements, including, but not limited to, working in close interaction and interfacing with City and its designated employees, and working closely with others, including other consultants or contractors, retained by City.
- 1.2 Project Team.
  - a. Project Manager.
    - (1) Consultant will designate an employee as Project Manager with sufficient training, knowledge, and experience to, in the City's opinion, complete the project and handle all aspects of the Project such that the work produced by Consultant is consistent with applicable standards as detailed in this Agreement; and
    - (2) The City must approve the designated Project Manager.
  - b. Project Team.
    - (1) The Project Manager and all other employees assigned to the Project by Consultant will comprise the "Project Team."
    - (2) Project Manager will have responsibility for and will supervise all other employees assigned to the Project by Consultant.
  - c. Discharge, Reassign, Replacement.
    - (1) Consultant acknowledges the Project Team is comprised of the same persons and roles for each as may have been identified in **Exhibit A**.
    - (2) Consultant will not discharge, reassign, replace or diminish the responsibilities of any of the employees assigned to the Project who have been approved by City without City's prior written consent unless that person leaves the employment of Consultant, in which event the substitute must first be approved in writing by City.

- (3) Consultant will change any of the members of the Project Team at the City's request if an employee's performance does not equal or exceed the level of competence that the City may reasonably expect of a person performing those duties, or if the acts or omissions of that person are detrimental to the development of the Project.

d. Subcontractors.

- (1) Consultant may engage specific technical contractors (each a "Subcontractor") to furnish certain service functions.
- (2) Consultant will remain fully responsible for Subcontractor's services.
- (3) Subcontractors must be approved by the City.
- (4) Consultant will certify by letter that all contracts with Subcontractors have been executed incorporating requirements and standards as set forth in this Agreement.

2. **Schedule.** The Services will be undertaken in a manner that ensures the Project is completed timely and efficiently in accordance with the Project.

3. **Consultant's Work.**

3.1 Standard. Consultant must perform Services in accordance with the standards of due diligence, care, and quality prevailing among consultants having substantial experience with the successful furnishing of Services for projects that are equivalent in size, scope, quality, and other criteria under the Project and identified in this Agreement.

3.2 Licensing. Consultant warrants that:

- a. Consultant and its Subconsultants or Subcontractors will hold all appropriate and required licenses, registrations and other approvals necessary for the lawful furnishing of Services ("Approvals"); and
- b. Neither Consultant nor any Subconsultant or Subcontractor has been debarred or otherwise legally excluded from contracting with any federal, state, or local governmental entity ("Debarment").
  - (1) City is under no obligation to ascertain or confirm the existence or issuance of any Approvals or Debarments, or to examine Consultant's contracting ability.
  - (2) Consultant must notify City immediately if any Approvals or Debarment changes during the Agreement's duration. The failure of the Consultant to notify City as required will constitute a material default under the Agreement.

3.3 Compliance.

- a. Services will be furnished in compliance with applicable federal, state, county and local statutes, rules, regulations, ordinances, building codes, life safety codes, and other standards and criteria designated by City.
- b. Consultant must not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. Consultant will require any Sub-contractor to be bound to the same requirements as stated within this section. Consultant, and on behalf of any subcontractors, warrants compliance with this section.

3.4 Coordination: Interaction.

- a. For projects that the City believes requires the coordination of various professional services, Consultant will work in close consultation with City to proactively interact with

any other professionals retained by City on the Project ("Coordinating Project Professionals").

- b. Consultant will meet to review the Project, Schedule and in-progress work with Coordinating Project Professionals and City as often and for durations as City reasonably considers necessary in order to ensure the timely work delivery and Project completion.
- c. For projects not involving Coordinating Project Professionals, Consultant will proactively interact with any other contractors when directed by City to obtain or disseminate timely information for the proper execution of the Project.

### 3.5 Work Product.

- a. Ownership. Upon receipt of payment for Services furnished, Consultant grants to City, and will cause its Subconsultants or Subcontractors to grant to the City, the exclusive ownership of and all copyrights, if any, to evaluations, reports, drawings, specifications, project manuals, surveys, estimates, reviews, minutes, all "architectural work" as defined in the United States Copyright Act, 17 U.S.C § 101, *et seq.*, and other intellectual work product as may be applicable ("Work Product").
  - (1) This grant is effective whether the Work Product is on paper (e.g., a "hard copy"), in electronic format, or in some other form.
  - (2) Consultant warrants, and agrees to indemnify, hold harmless and defend City for, from and against any claim that any Work Product infringes on third-party proprietary interests.
- b. Delivery. Consultant will deliver to City copies of the preliminary and completed Work Product promptly as they are prepared.
- c. City Use.
  - (1) City may reuse the Work Product at its sole discretion.
  - (2) In the event the Work Product is used for another project without further consultations with Consultant, the City agrees to indemnify and hold Consultant harmless from any claim arising out of the Work Product.
  - (3) In such case, City will also remove any seal and title block from the Work Product.

## 4. **Compensation for the Project.**

- 4.1 Compensation. Consultant's compensation for the Project, including those furnished by its Subconsultants or Subcontractors will not exceed \$120,000 as specifically detailed in **Exhibit D** ("Compensation").
- 4.2 Change in Scope of Project. The Compensation may be equitably adjusted if the originally contemplated Scope as outlined in the Project is significantly modified.
  - a. Adjustments to Compensation require a written amendment to this Agreement and may require City Council approval.
  - b. Additional services which are outside the Scope of the Project contained in this Agreement may not be performed by the Consultant without prior written authorization from the City.
  - c. Notwithstanding the incorporation of the Exhibits to this Agreement by reference, should any conflict arise between the provisions of this Agreement and the provisions found in the Exhibits and accompanying attachments, the provisions of this Agreement shall take priority and govern the conduct of the parties.
- 4.3 Allowances. An "Allowance" may be identified in **Exhibit D** only for work that is required by the Scope and the value of which cannot reasonably be quantified at the time of this Agreement.

- a. As stated in Sec. 4.1 above, the Compensation must incorporate all Allowance amounts identified in **Exhibit D** and any unused allowance at the completion of the Project will remain with City.
- b. Consultant may not add any mark-up for work identified as an Allowance and which is to be performed by a Subconsultant.
- c. Consultant will not use any portion of an Allowance without prior written authorization from the City.
- d. Examples of Allowance items include, but are not limited to, subsurface pothole investigations, survey, geotechnical investigations, public participation, radio path studies and material testing.

4.4 Expenses. City will reimburse Consultant for certain out-of-pocket expenses necessarily incurred by Consultant in connection with this Agreement, without mark-up (the "Reimbursable Expenses"), including, but not limited to, document reproduction, materials for book preparation, postage, courier and overnight delivery costs incurred with Federal Express or similar carriers, travel and car mileage, subject to the following:

- a. Mileage, airfare, lodging and other travel expenses will be reimbursable only to the extent these would, if incurred, be reimbursed to City of Glendale personnel under its policies and procedures for business travel expense reimbursement made available to Consultant for review prior to the Agreement's execution, and which policies and procedures will be furnished to Consultant;
- b. The Reimbursable Expenses in this section are approved in advance by City in writing; and
- c. The total of all Reimbursable Expenses paid to Consultant in connection with this Agreement will not exceed the "not to exceed" amount identified for Reimbursable Services in the Compensation.

## 5. **Billings and Payment.**

### 5.1 Applications.

- a. Consultant will submit monthly invoices (each, a "Payment Application") to City's Project Manager and City will remit payments based upon the Payment Application as stated below.
- b. The period covered by each Payment Application will be one calendar month ending on the last day of the month.

### 5.2 Payment.

- a. After a full and complete Payment Application is received, City will process and remit payment within 30 days.
- b. Payment may be subject to or conditioned upon City's receipt of:
  - (1) Completed work generated by Consultant and its Subconsultants and Subcontractors; and
  - (2) Unconditional waivers and releases on final payment from all Subconsultants and Subcontractors as City may reasonably request to assure the Project will be free of claims arising from required performances under this Agreement.

### 5.3 Review and Withholding. City's Project Manager will timely review and certify Payment Applications.

- a. If the Payment Application is rejected, the Project Manager will issue a written listing of the items not approved for payment.

- b. City may withhold an amount sufficient to pay expenses that City reasonably expects to incur in correcting the deficiency or deficiencies rejected for payment.

**6. Termination.**

6.1 For Convenience. City may terminate this Agreement for convenience, without cause, by delivering a written termination notice stating the effective termination date, which may not be less than 15 days following the date of delivery.

- a. Consultant will be equitably compensated for Services furnished prior to receipt of the termination notice and for reasonable costs incurred.
- b. Consultant will also be similarly compensated for any approved effort expended, and approved costs incurred, that are directly associated with Project closeout and delivery of the required items to the City.

6.2 For Cause. City may terminate this Agreement for cause if Consultant fails to cure any breach of this Agreement within seven days after receipt of written notice specifying the breach.

- a. Consultant will not be entitled to further payment until after City has determined its damages. If City's damages resulting from the breach, as determined by City, are less than the equitable amount due but not paid Consultant for Services furnished, City will pay the amount due to Consultant, less City's damages, in accordance with the provision of Sec. 5.
- b. If City's direct damages exceed amounts otherwise due to Consultant, Consultant must pay the difference to City immediately upon demand; however, Consultant will not be subject to consequential damages more than \$1,000,000 or the amount of this Agreement, whichever is greater.

7. **Conflict.** Consultant acknowledges this Agreement is subject to A.R.S. § 38-511, which allows for cancellation of this Agreement in the event any person who is significantly involved in initiating, negotiating, securing, drafting, or creating the Agreement on City's behalf is also an employee, agent, or consultant of any other party to this Agreement.

8. **Insurance.** For the duration of the term of this Agreement, Consultant shall procure and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of all tasks or work necessary to complete the Project as herein defined. Such insurance shall cover Consultant, its agent(s), representative(s), employee(s) and any subcontractors.

8.1 **Minimum Scope and Limit of Insurance.** Coverage must be at least as broad as:

- a. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01, including products and completed operations, with limits of no less than **\$1,000,000** per occurrence for bodily injury, personal injury, and property damage. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
- c. **Professional Liability.** Consultant must maintain a Professional Liability insurance covering errors and omissions arising out of the work or services performed by Consultant, or anyone employed by Consultant, or anyone for whose acts, mistakes, errors and omissions Consultant is legally liability, with a liability insurance limit of \$1,000,000 for each claim and a \$2,000,000 annual aggregate limit.
- d. **Worker's Compensation:** Insurance as required by the State of Arizona, with Statutory Limits, and Employers' Liability insurance with a limit of no less than **\$1,000,000** per accident for bodily injury or disease.

8.2 Indemnification.

- a. To the fullest extent permitted by law, Consultant must defend, indemnify, and hold harmless City and its elected officials, officers, employees and agents (each, an "Indemnified Party," collectively, the "Indemnified Parties") for, from, and against any and all claims, demands, actions, damages, judgments, settlements, personal injury (including sickness, disease, death, and bodily harm), property damage (including loss of use), infringement, governmental action and all other losses and expenses, including attorneys' fees and litigation expenses (each, a "Demand or Expense" collectively "Demands or Expenses") asserted by a third-party (i.e. a person or entity other than City or Consultant) and that arises out of or results from the breach of this Agreement by the Consultant or the Consultant's negligent actions, errors or omissions (including any Subconsultant or Subcontractor or other person or firm employed by Consultant), whether sustained before or after completion of the Project.
- b. This indemnity and hold harmless provision applies even if a Demand or Expense is in part due to the Indemnified Party's negligence or breach of a responsibility under this Agreement, but in that event, Consultant will be liable only to the extent the Demand or Expense results from the negligence or breach of a responsibility of Consultant or of any person or entity for whom Consultant is responsible.
- c. Consultant is not required to indemnify any Indemnified Parties for, from, or against any Demand or Expense resulting from the Indemnified Party's sole negligence or other fault solely attributable to the Indemnified Party.

8.3 **Other Insurance Provisions.** The insurance policies required by the Section above must contain, or be endorsed to contain the following insurance provisions:

- a. **The City, its officers, officials, employees and volunteers are to be covered as additional insureds** of the CGL and automobile policies for any liability arising from or in connection with the performance of all tasks or work necessary to complete the Project as herein defined. Such liability may arise, but is not limited to, liability for materials, parts or equipment furnished in connection with any tasks, or work performed by Consultant or on its behalf and for liability arising from automobiles owned, leased, hired or borrowed on behalf of the Consultant. General liability coverage can be provided in the form of an endorsement to the Consultant's existing insurance policies, provided such endorsement is at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37, if later revisions are used.
- b. For any claims related to this Project, the **Consultant's insurance coverage shall be primary insurance** with respect to the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
- c. Each insurance policy required by this Section shall provide that coverage shall not be canceled, except after providing notice to the City.

8.4 **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of no less than A: VII, unless the Consultant has obtained prior approval from the City stating that a non-conforming insurer is acceptable to the City.

8.5 **Waiver of Subrogation.** **Consultant hereby agrees to waive its rights of subrogation which any insurer may acquire** from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation Policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agent(s) and subcontractor(s).

8.6 **Verification of Coverage.** Within 15 days of the Effective Date of this Agreement, Consultant shall furnish the City with original certificates and amendatory endorsements, or copies of any applicable insurance language making the coverage required by this Agreement effective. All certificates and endorsements must be received and approved by the City before work commences. Failure to obtain, submit or secure the City's approval of the required insurance policies, certificates or endorsements prior to the City's agreement that work may commence shall not waive the Consultant's obligations to obtain and verify insurance coverage as otherwise provided in this Section. The City reserves the right to require complete, certified copies of all required insurance policies, including any endorsements or amendments, required by this Agreement at any time during the Term stated herein.

Consultant's failure to obtain, submit or secure the City's approval of the required insurance policies, certificates or endorsements shall not be considered a Force Majeure or defense for any failure by the Consultant to comply with the terms and conditions of the Agreement, including any schedule for performance or completion of the Project.

8.7 **Subcontractors.** Consultant shall require and shall verify that all subcontractors maintain insurance meeting all requirements of this Agreement.

8.8 **Special Risk or Circumstances.** The City reserves the right to modify these insurance requirements, including any limits of coverage, based on the nature of the risk, prior experience, insurer, coverage or other circumstances unique to the Consultant, the Project or the insurer.

9. **E-verify, Records and Audits.** To the extent applicable under A.R.S. § 41-4401, the Consultant warrant their compliance and that of its subconsultants with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). The Consultant or subconsultant's breach of this warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by the City under the terms of this Agreement. The City retains the legal right to randomly inspect the papers and records of the other party to ensure that the other party is complying with the above-mentioned warranty. The Consultant and subconsultant warrant to keep their respective papers and records open for random inspection during normal business hours by the other party. The parties shall cooperate with the City's random inspections, including granting the inspecting party entry rights onto their respective properties to perform the random inspections and waiving their respective rights to keep such papers and records confidential.

10. **No Boycott of Israel.** The Parties agree that they are not currently engaged in and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35-393. Unless and until the District Court's injunction in *Jordahl v Brnovich*, 336 F.Supp.3d 1016 (D.Ariz. 2018) is stayed or lifted, the Anti-Israel Boycott Provision (A.R.S. §35-393.01 (A)) (if applicable to this agreement) is unenforceable and the City will take no action to enforce it.

11. **Attestation of PCI Compliance.** When applicable, the Consultant will provide the City annually with a Payment Card Industry Data Security Standard (PCI DSS) attestation of compliance certificate signed by an officer of Consultant with oversight responsibility.

12. **Notices.**

12.1 A notice, request or other communication that is required or permitted under this Agreement (each a "Notice") will be effective only if:

- a. The Notice is in writing; and
- b. Delivered in person or by overnight courier service (delivery charges prepaid), certified or registered mail (return receipt requested).
- c. Notice will be deemed to have been delivered to the person to whom it is addressed as of the date of receipt, if:

- (1) Received on a business day before 5:00 p.m. at the address for Notices identified for the Party in this Agreement by U.S. Mail, hand delivery, or overnight courier service; or
- (2) As of the next business day after receipt, if received after 5:00 p.m.
- d. The burden of proof of the place and time of delivery is upon the Party giving the Notice.
- e. Digitalized signatures and copies of signatures will have the same effect as original signatures.

12.2 Representatives.

- a. Consultant. Consultant's representative (the "Consultant's Representative") authorized to act on Consultant's behalf with respect to the Project, and his or her address for Notice delivery is:

Clean Scene AZ, LLC  
 C/O Frances Vierkoetter  
 325 S. Westwood Ste 3  
 Mesa, AZ 85210  
[Frances.vierkoetter@cleansceneaz.com](mailto:Frances.vierkoetter@cleansceneaz.com)

- b. City. City's representative ("City's Representative") authorized to act on City's behalf, and his or her address for Notice delivery is:

City of Glendale  
 c/o Ileana Seward  
 5850 W. Glendale Avenue, Suite 317  
 Glendale, Arizona 85301

With required copy to:

City Manager City of Glendale 5850 West Glendale Avenue Glendale, Arizona 85301	City Attorney City of Glendale 5850 West Glendale Avenue Glendale, Arizona 85301
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- c. Concurrent Notices.
  - (1) All notices to City's representative must be given concurrently to City Manager and City Attorney.
  - (2) A notice will not be deemed to have been received by City's representative until the time that it has also been received by the City Manager and the City Attorney.
  - (3) City may appoint one or more designees for the purpose of receiving notice by delivery of a written notice to Consultant identifying the designee(s) and their respective addresses for notices.
- d. Changes. Consultant or City may change its representative or information on Notice, by giving Notice of the change in accordance with this section at least ten days prior to the change.

**13. Financing Assignment.** City may assign this Agreement to any City-affiliated entity, including a non-profit corporation or other entity whose primary purpose is to own or manage the Project.

**14. Entire Agreement; Survival; Counterparts; Signatures.**

14.1 Integration. This Agreement contains, except as stated below, the entire agreement between City and Consultant and supersedes all prior conversations and negotiations between the parties regarding the Project or this Agreement.

- a. Neither Party has made any representations, warranties or agreements as to any matters concerning the Agreement's subject matter.
- b. Representations, statements, conditions, or warranties not contained in this Agreement will not be binding on the parties.
- c. Inconsistencies between the solicitation, any addenda attached to the solicitation, the response or any excerpts attached as **Exhibit A**, and this Agreement, will be resolved by the terms and conditions stated in this Agreement.

14.2 Interpretation.

- a. The parties fairly negotiated the Agreement's provisions to the extent they believed necessary and with the legal representation they deemed appropriate.
- b. The parties are of equal bargaining position and this Agreement must be construed equally between the parties without consideration of which of the parties may have drafted this Agreement.
- c. The Agreement will be interpreted in accordance with the laws of the State of Arizona.

14.3 Survival. Except as specifically provided otherwise in this Agreement, each warranty, representation, indemnification and hold harmless provision, insurance requirement, and every other right, remedy and responsibility of a Party, will survive completion of the Project, or the earlier termination of this Agreement.

14.4 Amendment. No amendment to this Agreement will be binding unless in writing and executed by the parties. Electronic signature blocks do not constitute execution for purposes of this Agreement. Any amendment may be subject to City Council approval.

14.5 Remedies. All rights and remedies provided in this Agreement are cumulative and the exercise of any one or more right or remedy will not affect any other rights or remedies under this Agreement or applicable law.

14.6 Severability. If any provision of this Agreement is voided or found unenforceable, that determination will not affect the validity of the other provisions, and the voided or unenforceable provision will be reformed to conform with applicable law.

14.7 Counterparts. This Agreement may be executed in counterparts, and all counterparts will together comprise one instrument.

**15. Term.**

15.1 Renewals. The term of this Agreement commences upon the effective date and continues for a one (1) year initial period. The City may, at its option and with the approval of the Consultant, extend the term of this Agreement an additional four (4) years, renewable on an annual basis. Consultant will be notified in writing by the City of its intent to extend the Agreement period at least thirty (30) calendar days prior to the expiration of the original or any renewal Agreement period. Price adjustments will only be reviewed during the Agreement renewal period and will be a determining factor for any renewal. There are no automatic renewals of this Agreement.

15.2 Extension for Procurement Process. Upon the expiration of the Term of this Agreement, including the initial term and any renewals, at the City's sole discretion, this Agreement may be extended on a month-to-month basis for a maximum of six (6) months to allow for the City to complete its procurement process to select a vendor to provide the services/materials similar to those provided under this Agreement. The City will notify the Contractor in writing of its intent to extend the Agreement at least thirty (30) calendar days prior to the expiration of the Term. Any extension provided under this subsection will continue under the same terms and conditions as in effect immediately prior to the expiration of the then-current term.

**16. Dispute Resolution.** Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered according to the American Arbitration Association's

Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

17. **Exhibits.** The following exhibits, with reference to the term in which they are first referenced, are incorporated by this reference.

Exhibit A Project  
Exhibit B Scope of Work  
Exhibit C Schedule  
Exhibit D Compensation

The parties enter into this Agreement effective as of the date shown above.

City of Glendale,  
an Arizona municipal corporation

By: Kevin Phelps  
Its: City Manager

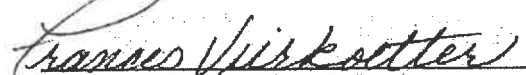
ATTEST:

Julie K. Bower (SEAL)  
City Clerk

APPROVED AS TO FORM:

Michael D. Bailey  
City Attorney

Clean Scene AZ, LLC,  
an Arizona limited liability company

  
By: Frances Vierkoetter  
Its: Owner

**EXHIBIT A**  
**Professional Services Agreement**

**PROJECT**

Contractor to provide crime scene and biohazard waste cleanup services on an as-needed basis.

**EXHIBIT B**  
**Professional Services Agreement**

SCOPE OF WORK

Contractor to provide services as described in RFP 21-24 attached.



**City of Glendale**  
**Solicitation Number: RFP 21-24 / 42100044**  
**CRIME SCENE AND BIOHAZARD WASTE CLEANUP SERVICES**

**CITY OF GLENDALE**  
**Procurement Division**  
5850 West Glendale Avenue,  
Suite 317  
Glendale, Arizona 85301

## **1. INTRODUCTION**

The City of Glendale is soliciting Request for Proposals from qualified vendor(s) to provide crime scene and biohazard waste cleanup services on an as-needed basis. Qualified vendor(s) shall be available 24 hours a day, seven (7) days a week and 365 days a year including all holidays.

## **2. OBJECTIVES**

The City values the crime scene cleanup services as its intent is to reduce emotional trauma that surviving loved one would experience should they have to view and/or clean up after a traumatic death or crime scene. In addition, the City may require additional cleanup services for biohazardous waste.

## **3. SCOPE OF WORK**

- 3.1** The City may require the Contractor to provide cleaning services at private residences, apartments, public housing units, and in areas such as, but not limited to, police vehicles, city-owned vehicles, transit vehicles and streets.
- 3.2** Typical crime scene services involve cleaning blood and body matter from flooring, walls, and other surfaces.
- 3.3** Furnishings or material that cannot be cleaned shall be completely removed from the area and properly disposed of.
- 3.4** The scope of services **does not** include restorative work such as repainting, relaying carpet, etc.
- 3.5** The Contractor's cleanup services shall be available twenty-four (24) hours a day, three hundred sixty-five (365) days a year, including holidays.
- 3.6** Contracts may be awarded to multiple vendors to ensure cleanup services will be available twenty-four (24) hours per day.

## **4 MANDATORY REQUIREMENTS**

- 4.1** Contractor shall have a minimum five (5) years of experience conducting crime scene cleanup services.
- 4.2** The Contractor shall provide to the City a means of contact with twenty-four (24) hours availability.
- 4.3** The Contractor shall work in a responsible and trustworthy manner with minimum supervision.



**City of Glendale**  
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**SERVICES**

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**Glendale, Arizona 85301**

- 4.4** The Contractor shall wear a company identification badge while providing on-site services.
- 4.5** The Contractor shall maintain confidentiality at all times; violating confidentiality may result in contract termination.
- 4.6** The Contractor shall be properly licensed and certified by all applicable jurisdictions, including the State of Arizona, in order to provide required services and lawful biohazardous wastes disposal.
- 4.7** The Contractor shall obtain, and be in possession of, **all** required permits prior to provided cleanup and biohazardous waste disposal services.
- 4.8** The Contractor shall be responsible for the safe and legal disposal of all items removed, including any hazardous materials, in accordance with all Federal, State and local regulations.
- 4.9** The Contractor shall comply with all Federal Occupational Safety and Health Administration (OSHA) regulations, including 1910.1030 and all other Federal, State, City or County applicable safety and health rules and regulations.
- 4.10** The Contractor shall comply with the training and record keeping regulations of OSHA regarding Blood Borne Pathogens, Hazard Communications and Personal Protective Equipment as well as HazWoper class training.
- 4.11** The Contractor shall comply with all state and Maricopa County waste transport permits as applicable, such as for Medical Waste or Non-Hazardous Solid Waste.
- 4.12** The Contractor shall provide adequate equipment and supplies needed to complete the scope of work in an effective and safe manner including adequate protection from all communicable diseases in accordance with all applicable Federal, State and local laws, ordinances, rules and regulations.
- a. The following list is an overview of the types of equipment/supplies that may be required for crime scene cleanup; it is in no way a complete comprehensive list, but is provided for representative purposes:
- **Personal protective gear** – a non-porous, one-time-use suit, gloves, filtered respirators and chemical-spill boots
  - **Biohazard waste containers** – heavy duty bags and sealed, hard-plastic containers
  - **Black lights / Microscopes**



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**Suite 317**  
**Glendale, Arizona 85301**

- **Traditional cleaning supplies** – Mops, buckets, spray bottles, sponges, brushes, etc.
- **Hard-core cleaning supplies** – can include:
  - o Hospital-grade disinfectants (bleach, hydrogen peroxide)
  - o Industrial-strength deodorizers
  - o Enzyme solvent (to kill bacteria and viruses and liquefy dried blood)
  - o No-touch cleaning system (to clean blood-coated surfaces from a safe distance – includes heavy-duty sprayer, long scrubbing brush)
- **Carpentry** – sledgehammers, saws, etc.
- **Ladders**
- **Camera/Video Cam** (to take before-and-after shots for insurance purposes)
- **Van or truck** for transporting all of these aforementioned items; and disposal of waste

#### **4.13 Crime Scene Cleanup Services**

- a. The Contractor shall respond to the initial call for services within fifteen (15) minutes by verbal confirmation, with the estimated time of arrival at the required service location.
- b. The Contractor shall respond to the scene within two (2) hours of the initial notification. If the Contractor contacted is unable to respond to the scene within two hours of the initial call for services, the City may contact another Contractor to provide the required services.
- c. The Contractor shall maintain a low profile and act in a sensitive manner at the scene.
- d. The Contractor shall have minimal contact with members of the decedent's family.
- e. The Contractor shall not discuss the scene with members of the media or anyone outside the Police investigation team; violation may result in contract termination.
- f. The City of Glendale's on-site representative shall determine the extent of the crime scene cleanup services required by the Contractor.
- g. The Contractor shall effectively, and efficiently clean carpet and other surfaces soiled by blood and/or other body matter.
- h. The Contractor shall deodorize the scene as needed.



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**CRIME SCENE AND BIOHAZARD WASTE CLEANUP**  
**SERVICES**

**CITY OF GLENDALE**  
**Procurement Division**  
**5850 West Glendale Avenue,**  
**Suite 317**  
**Glendale, Arizona 85301**

- i. The Contractor shall completely remove any bedding, mattresses, box springs, furniture or similar items that are soiled and cannot be satisfactorily cleaned.
- j. The Contractor may have to cut and remove small sections of carpeting that cannot be satisfactorily cleaned and dispose of said carpeting in the proper manner in accordance with all applicable Federal, State and local laws, ordinances, rules and regulations.
- k. The Contractor shall have on file, with the City of Glendale Police Department, a record of all employees working on site showing the training received, class instructor, subject matter, and date the class was taken and/or expires.
- l. The Contractor's employees shall receive all training prior to providing crime scene cleanup services.
- m. The Contractor shall get written authorization from the City of Glendale Police Department prior to using any new employees for crime scene cleanup services.

**4.14 Biohazardous Waste Cleanup Services**

- a. The Contractor shall respond to the initial request for services from the City for biohazardous waste cleanup services within fifteen (15) minutes by verbal confirmation, with the estimated time of arrival at the required service location. Biohazardous waste cleanup services shall be completed on the same day as the request is submitted and shall arrive no later than 11:59 p.m. on the day of the request.
- b. Biohazardous waste (such as human excreta and sharps) may be discovered on City-owned property, such as City-owned property, vehicles, public housing, right-of-way, parking lots and landscaped areas.
- c. The Contractor shall be responsible for packaging, transporting and proper disposal of all infections and/or biohazardous waste in a proper manner in accordance with all applicable Federal, State and local laws, ordinances, rules and regulations.
- d. The Contractor shall be responsible for disinfecting and deodorizing the area to the satisfaction of the City of Glendale.



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**Suite 317**  
**Glendale, Arizona 85301**

- i. Transit busses may require cleaning and disinfecting of, but are not limited to, seats/upholstery, floors, side walls of buses, handles/railings, wheelchair lifts, etc.

## **5 PRICING**

- 5.1** The City makes no commitment of any specific quantities during the term of the agreement; actual quantities may vary.
- 5.2** The Contractor shall receive approval from supervisor on scene for any additional charges prior to completing the additional work.
- 5.3** The Contractor will only be paid for actual time spent at the crime scene. The cost should be priced in 30-minute increments and shall include but is not limited to the following:
  - a. Cleaning bodily fluids and tissue such as bone or organ fragments from all surfaces.
  - b. Removal of walls and floors soaked with fluids.
  - c. Removal of contaminated materials including furniture scrub, soap, disinfect and deodorize every inch of the area, making sure that corners, under the carpets, behind toilet tanks, under sinks and anywhere else that contaminants could have feasibly lodged are cleaned.
  - d. Use of equipment required to perform the cleanup.
  - e. Disposal of large items such as mattresses, sofas and other soft furniture items that are not cleanable (if the case is a homicide then approval must be received before any property is disposed of).
  - f. Odor removal and air filtration (if needed).
- 5.4** The rate per 30-minute increment must include all costs associated with an entire biohazard cleanup job. This includes, but is not limited to:
  - a. All costs for responding to the scene shall include the time and transportation needed in getting personnel and equipment to the scene. The location of the scene may be anywhere near or within the city limits of Glendale.
  - b. All costs to make the scene presentable shall include personnel, normal cleaning supplies, and normal cleaning equipment i.e. soil extraction, steam cleaners, deodorizing supplies, and foggers.



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- c. All costs for removal and proper disposal of items of the scene includes costs for transportation, personnel, equipment, containment of “hazardous materials” and dump fees for disposal of “hazardous and non-hazardous” materials. The City estimates approximately 10% of the call may require the removal of a mattress or other large item.
- d. All miscellaneous costs not specified above may include, but not limited to, insurance, licenses, permits, certifications, employee training, educational classes, maintenance/cleaning of equipment, equipment rental, overhead, profit, etc.
- e. The Contractor shall include in their 30-minute rate the cost to dispose of one thirty (30) gallon red bag of hazardous material. Fees to dispose of additional red bags shall be identified on the Price Sheet.

**6 INVOICING**

- 6.1** The Contractor shall bill the City on a monthly basis for work performed in that billing cycle. Invoices shall be submitted within thirty (30) days of service.
- 6.2** The Contractor shall submit individual invoices for the City Transit Division and Glendale Community Housing, and the Glendale Environmental Resources Division to the following contacts:

City of Glendale Transit Division  
Attn: Michelle Susuras  
6210 W Myrtle Avenue, Building S  
Glendale, AZ 85301  
[Msusuras@glendaleaz.com](mailto:Msusuras@glendaleaz.com)

Glendale Community Housing  
Attn: Frank Ortega  
6842 N 61<sup>st</sup> Avenue  
Glendale, AZ 85301  
[Fortega@glendaleaz.com](mailto:Fortega@glendaleaz.com)

City of Glendale Environmental Resources Division  
Attn: Megan Sheldon  
7070 W Northern Avenue  
Glendale, AZ 85303  
[Msheldon@glendaleaz.com](mailto:Msheldon@glendaleaz.com)



**City of Glendale**  
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**CRIME SCENE AND BIOHAZARD WASTE CLEANUP**  
**SERVICES**

**CITY OF GLENDALE**  
**Procurement Division**  
**5850 West Glendale Avenue,**  
**Suite 317**  
**Glendale, Arizona 85301**

- 6.3** The Contractor shall bill the City Police Department at the following address **AND** electronically at the following email address:

Glendale Police Department  
Attn: Denise Krause  
6835 N 57<sup>th</sup> Drive  
Glendale, AZ 85301  
[dkrause@glendaleaz.com](mailto:dkrause@glendaleaz.com)





Clean Scene AZ, LLC

325 South Westwood Ste 3

Mesa, Arizona 85210

602-438-7008

[www.cleansceneaz.com](http://www.cleansceneaz.com)

City of Glendale

Attention: Connie Schneider Procurement Administrator

Heans Seward Contract Analyst

Services: Biological Crime Scene and Biohazard Waste Cleaning Services

Solicitation Number: RFP 21-24

Proposal Opening/Deadline for Submittal 2:00 pm, February 12, 2021

Location: City of Glendale Purchasing Procurement Division

Glendale Police Department

5850 W. Glendale Ave.

Glendale, Arizona 85301

Purchasing,

Clean Scene is pleased to provide the following bid proposal for RFP # 21-24 for Crime Scene and Biological waste Cleaning Services. Clean Scene agrees to the Scope of Work, Terms and Conditions and Addendums 1&2 as identified in the RFP # 21-24 and all Federal, State, City and Local laws, rules and regulations applicable to services required for this contract.

#### **Company Overview**

Clean Scene has been in Business since June of 1997 (24 years.) providing Biohazard Decontamination and cleaning Services 24/7. We are a Minority / Woman / SBE / DBE Certified Company. Permitted by ADEQ TR111024.01 and Maricopa County MV-18-0004 / MV-19-0008 ROC CR61-280724 and can handle all your general and Biological cleaning requirements. We can provide Remediation services as required through our Residential and Commercial License CR61 if needed. We are fully equipped to handle all your needs and have expertise beyond just the cleaning to protect the public and employees that enjoy the cities public facilities.

#### **Background checks**

All of our employees are maximum background checked, trained and certified in Bloodborn Pathogens, Hazardous communication, Safety Communications, OSHA, RCRA, and HAZWOPER. Hep-B is a requirement of all of our employees as well as training in General and effective Cleaning technics that go beyond the general clean since we use disinfectants and antiviral chemicals and Covid19 fogging with our cleans.

#### **Service Reporting**

We provide the Customer with a 3 part Incident form for all calls and must be signed by requester for every call, 3 part manifest form for proper disposal of biomedical waste also signed by requester. Upon invoicing we provide a copy of the signed incident report with invoice with all information and detail for service provided. If there is any special tracking or scheduled services, we provide a schedule when service will be provided with dates contacts etc. All is based on Customer needs and requirements.



### **Dress Code**

Clean Scene has a strict dress code, all employees wear Clean Scene logo attire and safety vests with our logo at all times. Adhere to our policies and procedures. All worked performed has a procedure in place so we can standardize our work to meet our Customer's requirements effectively and efficiently.

### **Insurance**

Liability Insurances meet with your requirements, Bonding in place and Workman's Comp. Will be provided if awarded the contract.

### **Customers:**

We currently have contracts with the City of Phoenix for decontamination, Police department cells / crimes scenes / vehicles/ homeless camps, Parking Garages, Salt River PD cells / vehicles / crime scenes, City of El Mirage, City of Tolleson, Fort McDowell Police cells / vehicles and crime scenes, Gila River Police vehicles / cells / property and evidence, City of Maricopa cells / vehicles crime scenes. Fire Departments for back boards and property and evidence disposal and others. In order to do business with these entities they have stringent requirements that have to be met, verified and confirmed. We have had these contracts now between 1-7 years.

### **References**

- a. Doug Hildebrandt Assistant Chief of Police 623 500-3008 (3 yrs)
- b. Sgt. Beebe, Fort McDowell Police 480-789-7517 (3 Yrs)
- c. Robert Regan City of Phoenix Convention Center 602-291-2452 (3 yrs)
- d. Nelson Caseras, City of Phoenix Family Services 602-819-3218 (4 yrs)

### **Management Personnel**

A complete list of employees will be supplied at the time of startup to include resumes.

5 employees have been working specifically in the Biological cleaning and processes required. All employees are cross trained in all areas of cleaning including specialty cleaning. One Biotech will be assigned specifically to City of Glendale to handle all of your needs. All employee have received OSHA, Hazwoper, Hazard Communication, GHS, Blood Borne pathogens, polutiion control, solid waste training

### **Employee Incentives**

Recruiting and Incentives is done on the basis of experience and education and time with the company, all employees have the opportunity to grow within our company in a multitude of areas; Supervision, Management and we promote from within and hire replacements with a 2-3 week training period. All increases and bonus are based on performance. We have a very low turnover rate, we work as a team and value our customers and take great pride in our performance.

### **Quality**

Clean Scene employees exercise Quality in all cleaning areas and methods, we understand that there is no room for error. Audits are periodically performed by Management and will survey our Customers to ensure they are satisfied with our service and sometimes randomly assist with cleans. Bi- weekly meeting to check on processes, Training needed and assessment of their performance. Special services or Equipment needed and revision or development of procedures. Each employee will have their own work sheet and these sheets will note any discrepancies prior to turning in daily work sheets to management. All employees will have a procedure for their assigned work and locations to standardize the cleaning process. They will also have an inventory sheet and will be required to check supplies and complete a weekly inventory and note any supplies or equipment requirements. These logs will be



provided if contract is awarded to Clean Scene. They will be developed per site specifics and will contain all necessary data required to provide a Quality clean and note any Biohazard findings (appropriate PPE will be provided for all work performed. We would like to recommend a meeting after the first month of service to review work performance, continuous improvement recommendations and any issues needing resolution, changes etc.

**Qualifications 24 years:**

Clean Scene has been providing services to police departments; cells, vehicles, homicides, suicides, crime scenes, unattended death clean-up and property and evidence pickup and waste disposal. Parking garages bird and human feces. Homeless camps and City of Phoenix Family centers for biohazard grounds cleaning. Housing; floods, total clean-up and hoarding projects. Apartments and private residences, municipalities. Confidential Document destruction. We also provide waste containers at no charge to all customers and currently working with City of Glendale police property and evidence for the past 3 yrs. We also sell PPE and sharp containers to customers that want a one stop shop. Medical backboards decontamination and bio waste removal for the fire departments.

**Awards:**

Pacific Southwest Minority Supplier Development Council 2013 Advocate of the year and Class one Supplier of the year. Recently received letter from Paul Marzocca Police Chief of El Mirage in gratitude for our generous support of Covid-19 sanitizing at no charge for their cells and gym "Appreciation of Community working together".

**Process:**

Our employees go directly to customer sites in order to meet the timing requirement and are fully stocked with all cleaning supplies and equipment. They also call customer with an ETA with in 15 minutes of call.

Note: We will provide Covid-19 Disinfecting services for contaminated areas and will provide one complimentary clean for police cells at no charge upon start up.

Note: We have a portal to track all destruction of biomedical waste generated and treatment. All Bio Waste is autoclaved at the treatment disposal site.

Emergency contact list attached. This form will be modified to add City contacts. New Employee training, Owner Resume.

**Safety**

Safety, all employees are trained to use proper PPE, Chemicals, disposal process and use of ADEQ approved medical waste disposal sites if required or needed, hazardous and Bio waste and general waste. Clean Scene will provide an Emergency escalation list for City of Glendale Management in case of an emergency. See attached.

**Pricing**

Includes most current minimum wage labor increase. All cleaning supplies, equipment needed to clean, tools, paper products hand soap and trash liners. All SDS forms are attached.



### **Procedures**

Procedures are created for all work performed, all employees have an Employee manual that contains procedures, Training certificates, MSDS, Listing of contacts and locations of responsibilities. Chemicals and Supplies list as required and log in Sheets.

### **Method of Support**

- 1) 24/7 support.
- 2) All calls are answered by our emergency Contact on our emergency line.
- 3) We return all calls within 15 minutes to provide ESTIMATED TIME OF ARRIVAL (ETA).
- 4) Onsite support 1-2 hours or sooner, if traffic hour it sometimes takes time to get through traffic.
- 5) We provide an incident report that is signed by the customer (3 part form) and customer gets copy.
- 6) We invoice and attach a copy of the incident report for proper matching and customer who requested the service and City ID information
- 7) Our trucks are fully equipped with PPE, Chemicals, cleaning equipment, cell phones for picture taking, ladder, lighting. Empty sharp containers for sharps at clean site, Ozone machine for odors if needed. and other required equipment.
- 8) All Employees sign a confidential agreement for customer privacy.

### **Exhibits:**

SDS for all chemicals used on site  
3-part Incident report forms  
3-part Manifest forms  
Emergency contact sheet  
Permits copies  
List of approved ADEQ waste sites  
Blood Borne Pathogen Procedures  
Hazard Communication Procedures

### **Training:**

ADEQ Solid Waste  
Hazardous / 29 CFR 1910.1030  
Hazardous Communication 29 CFR 1910.1200  
GHS  
Asbestos Certified  
Solid Waste Management, Sharps and Prescription drugs  
Solid Waste Management of Hazardous Materials  
Pollution Prevention

### **Vehicles:**

Dodge truck  
Trailer  
26 foot Isuzu NPR box truck  
Chevy 2002 Truck

### **Equipment:**

Floor Cleaners  
Floor Scrubbers  
Fogging Equipment for Sanitizing



Power washers  
Air Blowers  
Generators  
Lights  
Hand tools  
Hepa Vacuum  
Vacuum Cleaners  
ladders

Clean Scene takes great pride in providing customized programs and Services for our Customers, effective and efficient, Standardized processes benefit our Customers and Employees as well and prepares them to be technically proficient and prepared for their current positions and growth in many areas.

We would like to meet if given that opportunity to present our entire program and reporting system and the benefits we offer prior to start up if awarded the contract.

Sincerely,  
Frances Vierkoetter  
President, Owner  
Clean Scene AZ, LLC

Enclosures: Exhibits



	<p style="text-align: center;"><b>City of Glendale</b> <b>Solicitation Number: RFP 21-24 / 42100044</b> <b>CRIME SCENE AND BIOHAZARD WASTE CLEANUP</b> <b>SERVICES</b> <b>REVISED RESPONSE WORKBOOK</b></p>	<p style="text-align: center;"><b>CITY OF GLENDALE</b> Procurement Department 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301</p>
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Offeror's to complete this Response Workbook and submit as their response to this RFP.

**COVER SHEET**

OFFEROR NAME: Clean Scene AZ, LLC

OFFEROR ADDRESS: 325 S. Westwood Ste 3, Mesa, AZ 85210



	<b>City of Glendale</b> <b>Solicitation Number: RFP 21-24 / 42100044</b> <b>CRIME SCENE AND BIOHAZARD WASTE CLEANUP SERVICES</b> <b>REVISED RESPONSE WORKBOOK</b>	<b>CITY OF GLENDALE</b> <b>Procurement Department</b> <b>5850 West Glendale</b> <b>Avenue, Suite 317</b> <b>Glendale, Arizona 85301</b>
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**REQUIRED RESPONSES:**

Offeror's answers to the following questions will comprise the Offeror's response to this RFP. It should be noted that all attachments or exhibits prepared by the City and referenced herein are incorporated by reference into the Offeror's response and shall be included in a final contract with the successful Offeror. Information prepared by the Offeror and submitted with their proposal may be incorporated into a final contract (for example program offerings, curriculum, key personnel, or performance metrics).

**1. EXPERIENCE, PROVEN PERFORMANCE, & QUALIFICATIONS**

- 1.1. Offeror shall provide background information on their company that includes a minimum of five (5) years of experience conducting crime scene cleanup services, and past performance on projects of similar scope and size.

Clean Scene incorporated in 1997. Our Primary focus is Biohazard Decontamination Services for municipalities, commercial and residential. Crime Scenes, suicides, homicides, cells, vehicles, unattended death, backboard decontamination, Parks, Homeless camps, Medical waste disposal and hoarding, City of Tolleson, City of El Mirage, City of Surprise, Salt River PD, City of Maricopa, Fort McDowell Pd, Gila River Pd, City of Mesa, Town of Gilbert, City of Chandler, City of Phoenix and others.

- 1.2. Offeror shall describe their past performance and knowledge of performing biohazardous waste cleanup services.

We have responded to all faucets of required services in the thousands of satisfactory calls with exceptional high customer service and Quality cleans. We have received thank you letters for our performance of work and contribution to the safety of police officers and the like. We have taken OSHA, Asbestos, Hazwoper, Pollution control, Solid Waste Management, Bloodborne Pathogens, Hazards Communication, Respirator, Chemical Management, and GHS acute toxicity, Skin Corrosion, serious eye, respiratory, germ cell mutagenicity, Carcinogenicity and reproductive toxicity training for all employees at our facility.

- 1.3. Offeror shall highlight your ability and willingness to meet or exceed the specifications and requirements of this RFP and explain why your firm is most qualified.

We are very knowledgeable and have many years of experience, Well trained, flexible and understand the need for our work and most import we are passionate about the quality and safety of our community. We have read the terms and conditions and scope of work and feel confident that we will do a great job for you. We currently pick up and dispose of your property and evidence materials and provide sharp containers and have never missed a call in over three years.

(Offeror to include response here)

	<b>City of Glendale</b> <b>Solicitation Number: RFP 21-24 / 42100044</b> <b>CRIME SCENE AND BIOHAZARD WASTE CLEANUP SERVICES</b> <b>REVISED RESPONSE WORKBOOK</b>	<b>CITY OF GLENDALE</b> <b>Procurement Department</b> <b>5850 West Glendale Avenue, Suite 317</b> <b>Glendale, Arizona 85301</b>
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- 1.4. Offeror shall provide names and years of experience of key personnel, level of knowledge and names of any subcontractors that will be used and years of experience.

Debbie Anders

3 years experience, trained in all Biohazard areas

Sarah Coles,

5 year trained in all area of biohazard Cleaning

Frances Vierkoetter, Owner

45 years of environmental training, Chemical waste disposal site audits for a major corporation, Negotiated environment waste contracts worldwide in support of all hazardous materials for all. Established Quality controls and procedures, CEO for Semiconductor parts cleaning facility with a multitude of waste material streams and disposal for hazardous waste. Clean Scene biohazard cleaning services cleaning all types of biofluids and disposal. I provide training for Blood Borne pathogens for customers.

- 1.5. Offeror shall describe all the training each personnel has taken and must provide proof for all training listed. This should include title of the training, location, instructor's name and date of training. All copies should be submitted as a separate attachment titled "Training".

See attached training list

- 1.6. Does the Offeror have a State of Arizona Contractor's License? If yes, Offeror must provide documentation to support this.

ROC-CR61 - 280724

(Offeror to include response here)

	<b>City of Glendale</b> <b>Solicitation Number: RFP 21-24 / 42100044</b> <b>CRIME SCENE AND BIOHAZARD WASTE CLEANUP</b> <b>SERVICES</b> <b>REVISED RESPONSE WORKBOOK</b>	<b>CITY OF GLENDALE</b> <b>Procurement Department</b> <b>5850 West Glendale</b> <b>Avenue, Suite 317</b> <b>Glendale, Arizona 85301</b>
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1.7. Offeror shall provide a list of all contractor licenses and permits that they have by title, number, expiration date, and name of license or permit holder. Offeror must submit all copies of licenses and permits as a separate attachment titled "Licenses and Permits".

ADEQ – TR111024.01  
Maricopa MV-19-0008  
Maricopa MV-18-0004  
ROC CR61 --280724

**2. METHOD OF APPROACH**

2.1. Offeror shall describe method and approach for how services will be performed by its employees for both crime scene and biohazardous waste cleanups and the process involved for correcting work not performed satisfactorily.

2.2. Offeror shall describe method in which the Offeror can be contacted during normal business hours and after hours. Include the phone numbers for both business hours and after-hours contacts.

We provide an emergency contact list for all customers and escalation process. See attached.

2.3. Offeror shall describe their process for ensuring that response times are met for both crime scene clean up services and biohazard waste cleanup services.

All calls should go to our emergency line 602-770-3540 this line is available 24-7 and answered by the owner or on call personnel. Biotech will provide an ETA within 15 minutes of call. 1.5 hours on site or sooner depending on traffic and location of incident.

Upon receipt of initial call, we will request the following information:  
Contact name, Phone or cell, address and location (residence or commercial, accident on highway etc.), Type of incident, Suicide, Homicide unattended death or biocleaning for police cell, vehicle, transport vehicle, sharps, homeless camp etc.

Upon Completion of all work, we will ask on site officer/personnel to sign an incident report detailing work performed and ask for a joint walk through of area to ensure level of satisfaction and approval signature of work completed. If for some reason we overlooked something we will return to complete at no charge to customer. Customer will sign a no charge (Offeror to include response here)

	<p style="text-align: center;"><b>City of Glendale</b> <b>Solicitation Number: RFP 21-24 / 42100044</b> <b>CRIME SCENE AND BIOHAZARD WASTE CLEANUP</b> <b>SERVICES</b> <b>REVISED RESPONSE WORKBOOK</b></p>	<p style="text-align: center;"><b>CITY OF GLENDALE</b> Procurement Department 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301</p>
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incident report for completion and corrective action taken of service.

2.4. Offeror shall provide a list the vehicle/equipment inventory that is available for this contract.

See cover letter

2.5. Offeror shall provide a list of all equipment and supplies that will be provided to their employees for use at crime scene cleanups for this contract.

See cover letter

2.6. Offeror shall provide a list of all equipment and supplies that will be provided to their employees for use at biohazardous waste cleanups for this contract.

See cover letter

2.7. Offeror shall describe their processes to ensure confidentiality is maintained at all times. All Employees sign nondisclosure agreement associated with their work.

All employees sign a confidentiality and non-disclosure agreement.

(Offeror to include response here)

	<b>City of Glendale</b> <b>Solicitation Number: RFP 21-24 / 42100044</b> <b>CRIME SCENE AND BIOHAZARD WASTE CLEANUP</b> <b>SERVICES</b> <b>REVISED RESPONSE WORKBOOK</b>	<b>CITY OF GLENDALE</b> <b>Procurement Department</b> <b>5850 West Glendale</b> <b>Avenue, Suite 317</b> <b>Glendale, Arizona 85301</b>
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2.8. Offeror shall describe their communication plan when dealing with the city employees under this contract.

Communication plan:

Upon receipt of call, We will request callers name, phone no. service required, badge ID, address, department, type of service required, any special requirements.

Type of Bio clean:

Blood, Vomit, Feces, Mirza, HIV, Covid-19 Scabies, Lice,

Incident:

Suicide, Homicide Unattended death, car accident, hoarding, flood, cell, vehicle clean or other as needed.

Incident report:

Customer will sign a complete description of all services performed, review satisfaction of work, sign and get a copy for their record.

This allows Customer to make any necessary comments on service and all information associated and provided is correct.

**VENDOR EXCEPTIONS:**

Per Exhibit 2.2, Offeror shall note any exceptions to the solicitation documents in this section using the example below:

**Document Name:**

**Section:**

**Exception: None**

**ADDENDUM RESPONSES AND ACKNOWLEDGEMENT:**

Attach addendum response(s) and acknowledgement(s) here.

Signed and attached

**CONFLICT OF INTEREST STATEMENT:**

If Offeror indicated they have a conflict of interest on the Offer Sheet, Offeror must provide details here. Please refer to the CONFLICT OF INTEREST section on page 1 of the EXHIBITS PACKAGE for required information to be included here.

None





## Clean Scene AZ, LLC

### Contact and Emergency Escalation Procedure

*Updated on 12/1/2019*

Clean Scene AZ, LLC offers twenty-four hour / seven day "24/7" support. Please call Clean Scene cell phone number **602-770-3540**. This phone is in operation and reachable 24/7 for support. If there is no response from a call back within 15 minutes, use the following escalation list:

Emergency Contact 24/7	602-770-3540 C
Frances Vierkoetter Owner	602-422-2985 C
Cyanna Cazares Office Manager	602-438-7008 O
Sarah Coles	602-770-3540 C
Debbie Anders	602-770-3540 C

Any of the above phone numbers should be able to help.

Please make sure you leave a detailed message: Name, Phone number (where you can be reached) and details about the emergency.

[www.cleansceneaz.com](http://www.cleansceneaz.com)



———— IMPORTANT NOTICE ————  
YOU MUST:

- 1.) REPORT DISSOCIATION OF QUALIFYING PARTY IN WRITING WITHIN 15 DAYS. [SEE A.R.S. § 32-1154(A)(18)]
- 2.) REPORT A CHANGE OF ADDRESS IN WRITING WITHIN 30 DAYS. [SEE A.R.S. § 32-1122(B)(1)]
- 3.) REPORT ANY TRANSFER OF OWNERSHIP OF 50% OR MORE IMMEDIATELY [SEE A.R.S. § 32-1151.01]
- 4.) REPORT ANY CHANGE IN LEGAL ENTITY, SUCH AS ANY CHANGE OF THE OWNERSHIP IN A SOLE PROPRIETORSHIP OR CHANGE OF A PARTNER IN A PARTNERSHIP OR THE CREATION OF A NEW CORPORATE ENTITY. [SEE A.R.S. § 32-1124(B)(F) § RULE R-4-9-110]

Clean Scene AZ LLC

190 E Corporate Pl Ste 4  
Chandler, AZ 85225-1001

**THIS IS YOUR IDENTIFICATION CARD  
DO NOT DESTROY**



LICENSE EFFECTIVE THROUGH: August 31, 2022  
STATE OF ARIZONA

**Registrar of Contractors** CERTIFIES THAT  
Clean Scene AZ LLC



CONTRACTORS LICENSE NO. ROC 280724 CLASS: CR-61  
Specialty Dual  
Carpentry, Remodeling and Repairs

THIS CARD MUST BE  
PRESENTED UPON DEMAND

JEFF FLEETHAM, DIRECTOR



## PERMIT TO OPERATE

This permit is not transferable and must be placed in a conspicuous place.  
A copy of the most recent inspection report for this establishment is available upon request.

Permit Type: Medical Waste Hauler  
Class:  
Permit Number: MV-19-0008  
Expiration Date: 05/31/2021  
Notes:  
TRUCK #1



### Special Conditions:

Permit Owner:  
Clean Scene AZ  
FRANCES VIERKOETTER  
325 S. Westwood Ste 3  
Mesa AZ 85210

Premises:  
Clean Scene AZ  
325 S Westwood, Suite 3  
Mesa, 85

Please contact the Department prior to making any changes to the operation including ownership.  
[ead.maricopa.gov](http://ead.maricopa.gov)

NON-TRANSFERABLE AND NON-REFUNDABLE



Arizona Department of Environmental Quality  
**BIOHAZARDOUS MEDICAL WASTE TRANSPORTER**  
**LICENSE NO. TR111024.02**

In accordance with Arizona Administrative Code Title 18, Chapter 13, Article 14

License issued to:

Clean Scene AZ, LLC

*This License for Arizona Biohazardous Medical Waste Transporter is issued to the above named company or entity, and is to be used for transport of biohazardous medical waste in accordance with AAC R18-13-1401 et. seq. This License is deemed effective on the issue Date below, and expires on the Expiration Date below.*

*This License is granted based upon the information provided in the Application for Arizona Biohazardous Medical Waste Transporter Registration. This License does not relieve the registrant from the requirement to obtain permits and related vehicle inspections from the counties or local governments within which biohazardous medical waste will be transported. This License is not transferable from one company or entity to another.*

ISSUE DATE: January 10<sup>th</sup>, 2017

EXPIRATION DATE: January 10<sup>th</sup>, 2022



Robert Barnett, Solid/Hazardous Waste Section Manger,  
Waste Programs Division



## **Approved Biohazardous Medical Waste Treatment Facilities**

### **Arizona Medical Waste, LLC Wellton Facility (formerly NAFTA Environmental Inc.)**

Contact: Victor DeVillo - 602-305-8888  
FPA: #50561200.01  
Approval Date: 04/12/2016  
600 S. 94th Avenue, Tolleson, AZ 85353  
*Note: Facility is approved to autoclave red bag waste.*

### **HealthCare Medical Waste Services, Inc.**

Contact: Linda Moll - 520-316-9207 or 866-846-4697  
FPA: #50412500.02  
Approval Date: 02/17/2004  
1305 N. VIP Blvd., Casa Grande, AZ 85122  
*Note: Facility is approved to autoclave red bag waste and grind medical waste sharps.*

### **Integrity Medical Waste, Inc.**

Contact: Kenneth M. Bauer - 619-787-2221  
FPA: #50463800.00  
Approval Date: 05/06/2004  
P.O. Box 3718, Arizona City, AZ 85123  
601 N. Eleven Mile Corner Rd., Eloy, AZ 85223  
*Note: Facility is approved to autoclave red bag waste.*

### **WM Healthcare Solutions Inc. - Phoenix Treatment Facility**

Contact: Neal Beenenga - 602-278-3387  
FPA: #07045200.03  
Approval Date: 02/19/2013  
1001 Fannin, Suite 4000, Houston, TX 77002  
Local Address: 3152 N. 34th Drive, Phoenix, AZ 85017  
*Note: Facility is approved to autoclave red bag waste.*

### **Stericycle, Inc.**

Contact: Bill Wanderlear - 602-437-5624 or 602-721-3787  
FPA: #51308900.00  
Approval Date: 07/16/2018  
245 West Lodge Drive, Tempe, AZ 85283  
*Note: Facility is approved to autoclave red bag waste.*



## ADEQ Registered Biohazardous Medical Waste Transporters

### **Advanced Bio Solutions, LLC**

Contact: Cathleen Eckert - 602-325-1580  
Registration: #TR131227.01  
Registration Date: 03/14/2017  
24 W. Camelback Rd., #A-154, Phoenix, AZ 85013

### **AdvoWaste Medical Services, LLC**

Contact: Joe Wright - 602-734-2802  
Registration: #TR150123.01  
Registration Date: 01/23/2020  
Local Address: 18444 N. 25th Ave., #420, Phoenix, AZ 85023

### **Affinity Bio Solutions AZ, LLC**

Contact: Glenn Harper - 602-361-1556  
Registration: # TR513352.00  
Registration Date: 03/05/2020  
Local Address: 5156 W Olive Ave STE 431, Glendale, AZ 85302

### **Aftermath Services, LLC**

Contact: Kevin Reifsteck - 630-551-0735  
Registration: #TR101210.01  
Registration Date: 04/25/2016  
75 Executive Drive, Ste. 200, Aurora, IL 60504  
Local Address: 3110 Polaris Ave., Las Vegas, NV or 8966 Benson Ave., Montclair, CA, (800) 366-9923

### **All Pets Great & Small Cremation Service, LLC**

Contact: Leonard J. Cooper - 480-668-8500  
Registration: #TR060519.03  
Registration Date: 01/25/2017  
1110 S. Horne, Suite 103, Mesa, AZ 85204

## ADEQ Registered Biohazardous Medical Waste Transporters

### **Alpine Medical Services, LLC**

Contact: Jepson T. Ellsworth - 480-600-3854 or 928-242-0826

Registration: #TR052615.00

Registration Date: 05/26/2015

PO Box 1384, St. Johns, AZ 85936

1450 N. 24th W., St. Johns, AZ 85936

### **dba Ames Diversified**

**(4283929 Delaware LLC)**

Contact: Michael J. Ames DVM - 520-249-0708 or 602-697-4517

Registration: #TR040226.03

Registration Date: 12/12/2017

Local Address: 3131 West Clarendon Ave., Phoenix, AZ 85017

### **dba AZ Accident and Trauma Cleaning Services**

**(Koontz Enterprises, LLC)**

Contact: Forrest Koontz - 623-670-2077

Registration: #TR512784.00

Registration Date: 12/07/2016

Local Address: 12622 W. Sierra St., El Mirage, AZ, 85335

### **Arizona Medical Waste, LLC**

Contact: Victor DiVello - 602-305-8888

Registration: #TR120210.01

Registration Date: 04/12/2017

600 S. 94th Ave., Tolleson, AZ 85353

### **dba AZ BIO Cleanup & Restoration**

**(Trauma Emergency Clean Services, LLC)**

Contact: Joseph R. Trasser - 602-515-2364 or 520-882-4350

Registration: #TR050204.03

Registration Date: 03/28/2016

## ADEQ Registered Biohazardous Medical Waste Transporters

PO Box 11748, Tempe, AZ 85284  
Local Address: 5235 S. Kyrene Rd., Unit #33, Tempe, AZ 85283

### **E&SI, LLC dba BioTeam AZ**

Contact: Edward Ireland - 602-770-4972  
Registration: #TR110720.01  
Registration Date: 09/12/2016  
3370 N. Hayden Rd., Suite 123, PMB 121, Scottsdale, AZ 85251

### **dba Bio-One Glendale (AYSTEC, LLC)**

Contact: Todd Weisberg – 602-561-6393  
Registration: #TR092118.00  
Registration Date: 09/21/2018

### **dba Bio-One Goodyear (Trauma Scene Restoration, LLC)**

Contact: Angela Wilson - 602-538-4355  
Registration: # TR513337.00  
Registration Date: 01/16/2020  
3422 E University Dr. Unit 17, Mesa, AZ 85213

### **dba Bio-One Flagstaff (Rebecca Ann Events, LLC)**

Contact: Joshua Wallace – 928-863-8276  
Registration: #TR111318.00  
Registration Date: 11/13/2018  
2532 N 4<sup>th</sup> St. #640, Flagstaff, AZ 86004

### **dba Bio-One Mesa (KSD Bio Remediation, LLC)**

## ADEQ Registered Biohazardous Medical Waste Transporters

Contact: Kurt Draper – 480-930-2416  
Registration: #TR092917.00  
Registration Date: 09/28/2017

### **dba Bio-One Scottsdale (We Help First, LLC)**

Contact: Justin Banks – 480-276-4061  
Registration: #TR110217.00  
Registration Date: 11/02/2017

### **dba Bio-One Tucson (C&D Holdings, LLC)**

Contact: David Scott – 520-771-5960  
Registration #TR071019.00  
Registration Date: 07/10/2019  
12090 N Thornydale Rd., Suite 110-354, Marana, AZ 85658

### **BIOPRO, LLC**

Contact: Dale Cillian - 602-234-6856 or 877-492-7549  
Registration: #TR070112.03  
Registration Date: 08/08/2017  
1015 N. McQueen Rd., Suite 166, Gilbert, AZ 85233

### **Clean Harbors Environmental Services, Inc**

Contact: Anthony P. Cellucci  
Registration: #TR012617.00  
Registration Date: 03/16/2017  
PO Box 9149, Norwell, MA 02061

### **Clean Scene AZ, LLC**

Contact: Frances Vierkoetter - 602-438-7008  
Registration: #TR111024.02

## ADEQ Registered Biohazardous Medical Waste Transporters

Registration Date: 01/10/2017  
4242 South 37th Street, Phoenix, AZ 85040

### **Crime Clean Decontamination, LLC**

Contact: Sharan Godwin - 602-692-3492  
Registration: #TR070011.03  
Registration Date: 06/02/2017  
17231 N. 26th St., Phoenix, AZ 85032

### **dba Desert Dental Refining (DDR Management Group, LLP)**

Contact: William W. Carnall - 480-309-8468  
Registration: #TR100611.01  
Registration Date: 03/21/2016  
1059 S. 165th Dr., Goodyear, AZ 85338

### **Emergency Restoration Experts, Inc.**

Contact: Tammy Larson - 480-507-9082  
Registration: #TR070515.03  
Registration Date: 08/06/2017  
1710 E. Grant St., Suite 100, Phoenix, AZ 85034

### **Environmental Response, Inc.**

Contact: Chris Boyles - 480-967-2802  
Registration: #TR050928.03  
Registration Date: 03/21/2016  
2202 W. Medtronic Way, Suite 108, Tempe, AZ 85281

### **Estrategy Consulting, LLC**

Contact: Duone Jackson - 414-795-3978  
Registration: #TR101110.01

## ADEQ Registered Biohazardous Medical Waste Transporters

Registration Date: 03/09/2016  
4500 Anaheim Ave., NE, Albuquerque, NM 87113

### **Healthcare Medical Waste Services, Inc.**

Contact: Linda Moll - 520-316-9207 or 866-846-4697  
Registration: #TR079902.04  
Registration Date: 12/11/2019  
PO Box 10958, Casa Grande, AZ 85122  
Local Address: 1305 N. VIP Blvd., Casa Grande, AZ 85122

### **Integrity Medical Waste, Inc.**

Contact: Kenneth Bauer - 520-466-5088 or 520-371-8164  
Registration: #TR070003.03  
Registration Date: 5/10/2016  
Mailing: PO Box 3718, Arizona City, AZ 85123  
Local Address: 601 N. Eleven Mile Corner Rd., Eloy, AZ 85223

### **Kary Environmental Services, Inc.**

Contact: Jeff Kary - 480-945-0009  
Registration: #TR090619.01  
Registration Date: 04/23/2015  
641 S. Drew St., Mesa, AZ 85210

### **Kustom US, Inc.**

Contact: Travis Christensen - 877-378-3737 or 520-323-3261  
Registration: #TR090729.02  
Registration Date: 08/05/2019  
4814 N. Shamrock Pl., Tucson, AZ 85705

### **Lakey, LLC**

## ADEQ Registered Biohazardous Medical Waste Transporters

Contact: Garrett Lakey – 928-257-5161  
Registration: # TR513324.00  
Registration Date: 02/03/2020  
10447 S Tornado Ave, Yuma, AZ 85365

### **Larson Waste, Inc.**

Contact: Nolan R. Larson - 928-536-3398  
Registration: #TR050309.04  
Registration Date: 06/19/2020  
1440 W. Rutledge Dr., Snowflake, AZ 85937

### **Mediwaste Disposal, LLC**

Contact: Christop Baryla – 915-566-6999  
Registration: # TR513334.00  
Registration Date: 01/19/20  
11090 Gateway Blvd East, El Paso, TX 79927

### **New Mexico Waste Recovery, LLC**

Contact: Chris Morton – 505-545-9824  
Registration: #TR512630.00  
Registration Date: 02/12/16  
6889 Augusta Hills Drive, NE, Rio Rancho, NM 87144

### **Pet & Animal Lovers Services, Inc.**

Contact: Katherine Heuerman - 602-455-6677  
Registration: #TR040409.03  
Registration Date: 03/15/2019  
3629 N. 40th Ave., Phoenix, AZ 85019

### **Ponderosa Enterprises, LLC dba Ponderosa Medical Waste Service (Formerly Ponderosa Pet Crematory, LLC)**

## ADEQ Registered Biohazardous Medical Waste Transporters

Contact: Russell R. Mann - 928-774-5669  
Registration: #TR061410.01  
Registration Date: 09/17/2015  
1519 N. Main St., Ste 109, Flagstaff, AZ 86004

### **dba Quality Residential and Restoration Services (Nash Cleaning Corp.)**

Contact: Lem Nash - 520-322-5326  
Registration: #TR090414.02  
Registration Date: 11/01/2019  
2880 N. El Burrito Ave., Tucson, AZ 85705

### **dba Radiant Dental Refining and MedWaste Disposal (Radiant Bio Services LLC)**

Contact: Rylee Robinson - 623-628-3581  
Registration: #TR513280.00  
Registration Date: 7/30/2019  
Local Address: 700 S. 196<sup>th</sup> Drive, Buckeye, AZ 85326

### **dba Steri-Clean Arizona (WavCar, Inc.)**

Contact: Guy Collison - 480-289-0781  
Registration: #TR103017.00  
Registration Date: 10/30/2017

### **Stericycle, Inc.**

Contact: Matthew Hammerstone - 847-964-2273  
Additional Contact: Bill Wanderlear - 602-437-5624 or 602-721-3787  
Registration: #TR079901.04  
Registration Date: 08/02/2019  
28161 North Keith Dr., Lake Forest, Ill 60045  
Local Address: 1251 S. Nelson Drive, Chandler, AZ 85226 or 1635 W. Grant Road, Tucson, AZ 85745

## ADEQ Registered Biohazardous Medical Waste Transporters

### **Synergy Medical Waste, LLC**

Contact: David Thompson – 801-828-8385

Registration: #TR042718.00  
Registration Date: 04/27/2018  
126 West 500 South, Spanish Fork, Utah 84660  
Local Address: 12362 East Agua Verde Road, Vail, AZ 85641

### **Timberline Bio Clean, LLC**

Contact: Kari Watson – 623-451-8349  
Registration: #TR513152.00  
Registration Date: 10/04/2018  
Mailing Address: 11315 N. Crestview Street, Flagstaff, AZ 86004

### **TriDecon, Inc.**

Contact: Richard Cota - 928-279-1464  
Registration: #TR060630.03  
Registration Date: 10/17/2016  
PO Box 1071, Kingman, AZ 86402  
Local Address: 3693 Mormon Flat Rd., Golden Valley, AZ 86413

### **U.S. Bio-Clean, LLC**

Contact: Russell Haedt - 602-384-3927  
Registration: #TR100512.02  
Registration Date: 06/17/2020  
3104 E. Camelback Rd, Suite 825, Phoenix, AZ 85016

### **Valley Medical Waste, L.L.C.**

Contact: Tim Troy – 480-721-1828  
Registration: #TR TR513345.00  
Registration Date: 04/03/2020  
1661 N. Quail Building B, Mesa, AZ 85205

## ADEQ Registered Biohazardous Medical Waste Transporters

### **Veolia ES Technical Solutions, LLC**

Contact: Thomas Baker – 908-303-1635  
Registration: #TR052319.00  
Registration Date: 05/24/2019  
1 Eden Lane, Flanders, NJ 07836

### **dba Waste Busters (Trinity Medical Waste Services, LLC)**

Contact: David B. Hamilton – 520-307-8037  
Registration: #TR030918.00  
Registration Date: 03/09/2018  
Mailing Address: PO Box 46, Arivaca, AZ 85601  
Street Address: 15901 W. Crooked Sky Rd., Arivaca, AZ 85601

### **WM Healthcare Solutions, Inc.**

Contact: Neal Beenenga - 602-278-3387 or 713-287-2421  
Registration: #TR101209.01  
Registration Date: 03/21/2016  
1001 Fannin, Suite 4000, Houston, TX 77002  
Local Address: 3152 North 34th Drive, Phoenix, AZ 85017



# BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Effective January 1, 2020

**BLOODBORNE PATHOGENS  
EXPOSURE CONTROL PLAN  
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## **PURPOSE**

The purpose of this Bloodborne Pathogens Exposure Control Plan is to protect the health and safety of all employees who can be reasonably expected, as the result of performing their job duties, to be exposed to blood or potentially infectious materials and comply with the COMM/OSHA Standard 29 CFR 1910.1030 Bloodborne Pathogens Exposure Control. Definitions of terms relating to this exposure control plan are found in Appendix A.

## **AUTHORITY and REFERENCE**

Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1030

## **APPLICATION**

This plan applies to all employees who are engaged in activities that involve exposures to blood or other body fluids.

## **RESPONSIBILITY FOR COMPLIANCE**

The development and administration of this Bloodborne Pathogens Exposure Control Plan will be the responsibility of the Environmental Health & Safety Manager, these responsibilities will include:

1. Establishing a written exposure control plan and developing a schedule for implementing other provisions of the standard.
2. Developing written procedures for cleaning and handling contaminated materials, and for disposing of hazardous waste generated within all buildings and facilities.
3. Providing appropriate personal protective equipment that is readily accessible to identified employees.
4. Providing hepatitis B vaccines under specific circumstances as defined by an exposure determination and/or medical follow-up for exposure incidents.
5. Providing warning labels or color-coded containers for use with hazardous waste.
6. Providing training to current employees within 90 days of the effective date, of the plan and initially to new employees and thereafter, annually.
7. Developing written procedures for meeting the requirements for medical record keeping.
8. Providing for retention of medical records for the duration of employment, plus 30 years.
9. Conducting an annual review of the effectiveness of this exposure control plan and updating the plan as needed.

## **EXPOSURE DETERMINATION**

Clean Scene AZ, LLC will determine which employees can reasonably be expected to be exposed to blood or other body fluids containing blood in the course of their work. These employees, for the purposes of compliance with this standard, may include:

- 1) designated first aid providers, i.e. those employees whose primary job assignment would include rendering first aid; and
- 2) those employees who might render first aid only as a collateral duty.

**Note:** These exposure determinations may be performed by a qualified person (i.e. occupational, public health or infection control nurse, industrial hygienist or safety professional) or a committee consisting of qualified persons with appropriate education, experience and/or training. The committee should include one or more representatives from both management and employees.

All decisions relating to bloodborne pathogen exposure by job classification will be documented using the form found in Appendix B.

### **A. Job Classifications**

EHS Manager has identified the following job classifications as those in which employees could be exposed to bloodborne pathogens in the course of fulfilling their job requirements:

Job Classifications:

1. Cleaning Technician
2. Biohazard Technician
3. Biorecovery Technician
4. Driver

### **B. Tasks and Procedures**

This EHS Manager will develop a list of specific tasks performed by employees in the above job classifications in which exposure to bloodborne pathogens may occur (without regard to the use of personal protective equipment). Then, a list of the safety precautions and personal protective equipment that must be observed and used to prevent contact with bloodborne pathogens needs to be created (See Appendix C).

**Note:** These tasks/procedures may include, but not be limited to, the examples on the following page(s): \*See Company Policies and Procedures Handbook.

## **METHOD OF COMPLIANCE**

The following methods of compliance, as mandated by the OSHA standard, will be incorporated into this exposure control plan. This EHS Manager will determine appropriate specific guidelines for cleaning, decontamination and waste disposal procedures.

**Note:** Once these guidelines are written, they are to be distributed to the affected employee(s) and/or posted in appropriate locations along with the contents included in the training program. Some organizations may need assistance (from an outside consultant, the staff of their local county health department, or infection control unit of their local hospital) to help develop this method of compliance.

A. Universal Precautions

Universal precautions will be used in order to prevent contact with blood or other potentially infectious materials (OPIM)<sup>1</sup>. All blood or other potentially contaminated body fluids will be considered to be infectious. Under circumstances in which differentiation among body fluid types is difficult or impossible, **all body fluids will be considered potentially infectious materials.**

B. Engineering and Work Practice Controls

Engineering and work practice controls are designed to eliminate or minimize employee exposure. If occupational exposure remains after institution of both of these controls, personal protective equipment needs to be used.

C. Exposure Incident Investigation

An exposure incident is defined as contact with blood or other potentially infectious materials on an employee's non-intact skin, eye, mouth, other mucous membrane or by piercing the skin or mucous membrane through such events as needle sticks.

An exposure incident investigation form will be completed each time an exposure incident occurs (See Appendix D).

D. Hand washing

1. The CEO will provide hand washing facilities that are readily accessible to employees, or when provision for hand washing facilities is not feasible, CEO will provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.
2. Employees will wash hands or any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
3. Employees will wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. When antiseptic hand cleaners or towelettes are used, hands will be washed with soap and running water as soon as feasible. **Do not reuse gloves.**

E. Housekeeping and Waste Procedures

1. This CEO will ensure that the worksite is maintained in a clean and sanitary condition. The Plant Manager will also determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present and the tasks or procedures being performed.

---

<sup>1</sup> Other Potentially Infectious Materials (OPIM) means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

2. All equipment, materials, environmental and working surfaces will be cleaned and decontaminated after contact with blood or OPIM.
  - a. Contaminated work surfaces will be decontaminated with an appropriate disinfectant immediately after completion of procedures/task/therapy, or as soon as feasible, when surfaces are overtly contaminated or after any spill of blood or OPIM, and at the end of the work day if the surface may have become contaminated since the last cleaning.
  - b. Protective coverings, such as plastic wrap, aluminum foil, or imperiously-backed absorbent paper used to cover equipment and environmental surfaces, will be removed and replaced as soon as feasible when they become contaminated with blood or OPIM, or at the end of the day if they have become contaminated since the last cleaning.
3. All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or OPIM will be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
4. Materials, such as paper towels, gauze squares or clothing, used in the treatment of blood or OPIM spills that are blood-soaked or caked with blood will be bagged, tied and designated as a biohazard. The bag will then be removed from the site as soon as feasible and replaced with a clean bag. Bags designated as biohazard (containing blood or OPIM) will be red in color or affixed with a biohazard label and will be available at the following locations:

**Locations:**

1. Warehouse
2. Delivery Van

**Note:** According to the Department of Health Services, bio hazardous waste for this standard's purposes will only include items that are blood-soaked, caked with blood or contain liquid blood that could be wrung out of the item. This would also include items such as sharps, broken glass or plastic on which there is fresh blood.

5. Only qualified and trained personnel will respond to a blood or OPIM incident so that the area can be cleaned, decontaminated, and the material removed immediately.

**Note:** A major blood or OPIM incident is one in which there will be biohazardous material for disposal.

6. \* A marked biohazard container will be available in the custodial closet for the containment of biohazards designated bags.

7. In the event that regulated waste leaks from a bag or container, the waste will be placed in a second container and the area will be cleaned and decontaminated.
8. Broken glass contaminated with blood or OPIM will not be picked up directly with the hands. The glass will be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps. All broken glass will be containerized.
9. Contaminated sharps, broken glass, plastic or other sharp objects will be placed into appropriate sharps containers. The sharps containers will be closeable, puncture resistant, labeled with a biohazard label, and leak proof. Containers will be maintained in an upright position. Containers will be easily accessible to staff and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found. If an incident occurs where there is contaminated material that is too large for a sharps container, the custodian will be contacted immediately to obtain an appropriate biohazard container for this material.

Reusable sharps that are contaminated with blood or other potentially infectious materials will not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

\* Employees will notify Plant Supervisor when sharp containers become 3/4 full so that the containers can be disposed of properly. **Note: Only** an Arizona Department of Environmental Quality (ADEQ) **approved** vendor will be utilized see attached list.

**Contaminated needles will not be bent, recapped, removed, sheared or purposely broken.**

10. Disposal of all regulated waste will be in accordance with Arizona Department of Environmental Quality (ADEQ) approved vendor listing.
11. Food and drink will not be kept in refrigerators, freezers, cabinets, or on shelves, counter-tops or bench tops where blood or other potentially infectious materials are present.
12. All procedures involving blood or OPIM will be performed in such a manner as to minimize splashing, spraying, splattering, and generating droplets of these substances. Mouth pipetting/suctioning of blood or OPIM is prohibited; e.g., sucking out snakebites.
13. Specimens of blood or OPIM will be placed in containers that prevent leaking during collection, handling, processing, storage, transport, or shipping. These containers will be labeled with a biohazard symbol or be colored red.
14. Equipment that may become contaminated with blood or OPIM is to be examined prior to servicing and shipping and is to be decontaminated, if feasible. If not feasible, a readily observable

biohazard label stating which portions are contaminated is to be affixed to the equipment. This information is to be conveyed to all affected employees, the service representative, and/or manufacturer, as appropriate, prior to handling, servicing or shipping. Equipment to consider may include communication devices, and vocational equipment needing repair after an exposure incident.

15. Contaminated laundry will be handled as little as possible. Gloves must be worn when handling contaminated laundry. Contaminated laundry will be bagged or containerized at the location where it was used and will not be sorted or rinsed in the location of use. Containers must be leak-proof if there is reasonable likelihood of soak-through or leakage. All contaminated laundry will be placed and transported in bags or containers that are biohazard-labeled or colored red.
16. Equipment which may become contaminated with blood or OPIM shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the employer can demonstrate that decontamination of such equipment or portions of such equipment is not feasible.
17. The employer shall ensure that this information is conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate prior to handling, servicing, or shipping so that appropriate precautions will be taken.

#### **F. Personal Protective Equipment**

1. Where the potential of occupational exposure remains after institution of engineering and work controls, personal protective equipment will be used. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. The employer shall clean, launder, repair and replace, and dispose of personal protective equipment at no cost to the employee. The types of personal protection equipment (PPE) available to employees include:

##### **Types of Personal Protective Equipment**

1. Tyvek suits
2. Disposable rubber gloves
3. N-95 Mask
4. Goggles
  - a. Gloves will be worn when it can be reasonably anticipated that the employee may have hand contact with blood, OPIM, mucous membranes, and non-intact skin; and when handling or touching contaminated items or surfaces.
  - b. Disposable gloves will be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when the ability to function as a barrier is compromised. Disposable gloves will not be washed or decontaminated for re-use

(contaminated disposable gloves do not meet the DNR definition of infectious waste and do not need to be disposed of in red or specially labeled bags).

- c. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves nominally provided.
  - d. Masks, in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, will be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated, i.e., custodian cleaning a clogged toilet, nurses or aides who are performing suctioning.
  - e. Appropriate protective clothing will be worn in occupational exposure situations. The type and characteristics will depend upon the task, location, and degree of exposure anticipated.
2. This CEO will ensure that appropriate personal protective equipment is readily accessible at the worksite. Personal protective equipment will be available in the following locations:

**Locations:**

- 1. Warehouse
  - 2. Delivery Vans
- a. Clean Scene AZ, LLC will clean, launder and dispose of personal protective equipment, at no cost to the employee.
  - b. Clean Scene AZ, LLC Inc will repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
3. All personal protective equipment will be removed prior to leaving the work area. When personal protective equipment/supplies are removed, the equipment will be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
4. If a garment(s) is penetrated by blood or OPIM, the garment(s) will be removed immediately, or as soon as feasible.
5. Supervisors will ensure that their employees use the appropriate personal protective equipment. If an employee temporarily and/or briefly declines to use personal protective equipment because the equipment is in his/her judgment that in that particular instance it would have posed an increased hazard to the employee or others, in that particular instance, the EHS Manager will investigate and document the circumstances in order to determine whether changes can be instituted to prevent such occurrences in the future.

## HEPATITIS B VACCINATION

- A. The hepatitis B vaccine will be available for all Clean Scene AZ, LLC employees whose designated job assignment includes the rendering of first aid treatment, or who have occupational exposure to blood or OPIM.
1. The EHS Manager will make the hepatitis B vaccination series available to all employees who have occupational exposure after the employee(s) have been given information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration and the benefits of being vaccinated. The vaccinations will be offered at no cost to the employee and at reasonable times.
  2. The EHS Manger will make the hepatitis B vaccination series available after the training and within 10 working days of initial assignment to all employees who have occupational exposure.
  3. The hepatitis B vaccination series will be made available to the employee at a reasonable time and place, and performed by or under the supervision of a licensed physician according to the most current recommendations of the U.S. Public Health Service. The CEO will assure that the laboratory tests are then conducted by an accredited laboratory.
  4. Human Resources will not make participation in a pre-employment screening program a prerequisite for receiving the hepatitis B vaccine.
  5. If an employee initially declines the hepatitis B vaccination series, but at a later date while still covered under the standard decides to accept the vaccination, the EHS Manager will make available the hepatitis B vaccine at that time.
  6. The EHS Manager will assure that employees who decline to accept the hepatitis B vaccine offered by Clean Scene AZ, LLC will sign the declination statement established under the standard. (Appendix E).
  7. If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service or other health care provided at a future date, the booster dose(s) will be made available at no charge to the employee.
  8. Records regarding HBV vaccinations or declinations will be maintained by Human Resources.
  9. The EHS Manager will ensure that the health care professional responsible for employee's hepatitis B vaccination is provided with a copy of this regulation.
- B. Hepatitis B vaccines will be available for employees who render first aid only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.
1. Clean Scene AZ, LLC will provide the hepatitis B vaccine or vaccination series to those unvaccinated employees whose primary

job assignment is not the rendering of first aid **only** in the event that they render assistance in any situation involving the presence of blood or OPIM as identified in Appendix B.

2. All first aid incidents involving the presence of blood or OPIM will be reported to this EHS Manager by the end of the work day on which the incident occurred.
3. An exposure incident investigation form (See Appendix D) will be used to report first aid incidents involving blood or OPIM. The incident description must include a determination of whether or not, in addition to the presence of blood or other potentially infected materials, an "exposure incident," as defined by the standard, occurred.
4. This determination is necessary in order to ensure that the proper post-exposure evaluation, prophylaxis and follow-up procedures are made available immediately if there has been an exposure incident as defined by the standard.
5. The full hepatitis B vaccination series will be made available as soon as possible, but in no event later than 24 hours, to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials regardless of whether or not a specific "exposure incident," as defined by the standard, has occurred.
6. The hepatitis B vaccination record or declination statement will be completed for each exposed employee (See Appendix E or F). All other pertinent conditions will also be followed for those persons who receive the pre-exposure hepatitis B vaccine.
7. This incident investigation form will be recorded on a list of recorded first aid incidents and will be readily available to employees.
8. This reporting procedure will be included in the training program.

#### **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

- A. Following a report of an exposure incident, the CEO will make immediately available to the exposed employee a confidential medical examination and follow-up, including at least the following elements (See Appendix G):
  1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
  2. Identification and documentation of the source individual, if possible, or unless the EHS Manager can establish that identification is infeasible or prohibited by state or local law;
    - a. The source individual's blood will be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the CEO will establish that legally required consent cannot be obtained. When the source individual's consent is not

required by law, the source individual's blood, if available, shall be tested and the results documented.

- b. Results of the source individual's testing will be made available to the exposed employee only after consent is obtained, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
3. The exposed employee's blood will be collected as soon as feasible and tested after consent is obtained. If the employee consents to baseline blood collection, but does not consent at that time for HIV serological testing, the sample will be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.
  4. For post-exposure prophylaxis, this EHS Manager will follow recommendations established by the U.S. Public Health Service
  5. Counseling will be made available at no cost to employees and their families on the implications of testing and post-exposure prophylaxis;
  6. An evaluation of any reported illnesses will be conducted.
- B. This EHS Manager will ensure that all medical evaluations and procedures, including prophylaxis, are made available at no cost and at a reasonable time and place to the employee. All medical evaluations and procedures will be conducted by or under the supervision of a licensed physician and laboratory tests will be conducted in accredited laboratories.
- C. Information provided to the health care professional that evaluates the employee will include (See Appendix G):
1. A description of the employee's duties as they relate to the exposure incident;
  2. Documentation of the route of exposure and the circumstances under which the exposure occurred;
  3. Results of the source individual's blood testing, if consent was given and the results are available;
  4. All medical records relevant to the appropriate treatment of the employee, including vaccination status, which are Human Resources responsibility to maintain.
- D. This EHS Manager will obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.
1. The health care professional's written opinion for hepatitis B vaccination will be limited to whether hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.

2. The health care professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
  - a. This employee has been informed of the results of the evaluation; and
  - b. This employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation and or treatment.
3. All other findings or diagnoses will remain confidential and will not be included in the written report.

### **COMMUNICATION ABOUT HAZARDS TO EMPLOYEES**

- A. Warning labels will be affixed to containers of regulated waste, refrigerators, and freezers containing blood or OPIM; and other containers used to store, transport or ship blood or other potentially infectious materials. **Exception:** Red bags or red containers may be substituted for labels.
  1. These labels will be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.
  2. These labels will be an integral part of the container or will be affixed as close as feasible to the container by string, wire, adhesive, or other methods that prevent their loss or unintentional removal.
  3. Labels for contaminated equipment must follow the same labeling requirements. In addition, the labels will also state which portions of the equipment remain contaminated.
- B. Information and Training
  1. This EHS Manager will ensure that all current and new employees with potential for occupational exposure participate in an initial and annual training program at no cost to employees.
  2. Training will be provided at the time of initial assignment to tasks when occupational exposure may take place and at least annually thereafter.

**Note:** For employees who have received training on Bloodborne Pathogens that preceded the effective date of this standard, only training with respect to the provisions of the standard which were not included need to be provided.
  3. The EHS Manager will provide additional training when changes, such as modifications of tasks or procedures, affect employee potential for occupational exposure. The additional training may be limited to addressing the new exposures created.

4. Only material appropriate in content and vocabulary to the educational level, literacy and language of employees will be used in the training. Appendix H contains the required content for training.
5. The person conducting the training will be knowledgeable in the subject matter covered by the elements contained in the training program, as it relates to this workplace.

## **RECORDKEEPING**

### **A. Medical Records (See Appendix G):**

1. Clean Scene AZ, LLC will establish and maintain an accurate medical record for each employee with an occupational exposure. This record will include:
  - a. The name and social security number of employee;
  - b. A copy of employee's hepatitis B vaccination record or declination form and any additional medical records relative to hepatitis B;
  - c. Exposure incident(s) that have occurred (if applicable), a copy of all results of examinations, medical testing and follow-up procedures;
  - d. Exposure incident(s) that have occurred (if applicable), a copy of the health care professional's written opinion;
  - e. If exposure incident(s) have occurred, a copy of the information provided to the health care professional: i.e., exposure incident investigation form and the results of the source individual's blood testing, if available and if consent has been obtained for release.
2. The CEO will insure that the employee's medical records are kept confidential and are not disclosed or reported without the employee's expressed written consent to any person within or outside of Clean Scene AZ, LLC except as required by law. These medical records will be kept separate from other personnel records.
3. These medical records will be maintained for the duration of employment plus 30 years.

### **B. Training Records (See Appendix H)**

1. Training records will include:
  - a. The date(s) of the training session
  - b. The contents or a summary of the training sessions
  - c. The name(s) and qualifications of person(s) conducting the training
  - d. The name and job titles of all persons attending the training session

2. Training records will be maintained for three years from the date the training occurred.

C. Availability of Records

The EHS Manager will ensure:

1. All records required to be maintained by this standard will be made available upon request to the Department of Commerce upon request for examination and copying.
2. Employee training records required by this standard will be provided upon request for examination and copying to employees, to employee representatives, and to the Department of Commerce.
3. Employee medical records required by this standard will be provided upon request for examination and copying to the subject employee and to anyone having written consent of the affected employee and to the Department of Commerce.
4. Clean Scene AZ, LLC will comply with the requirements involving the transfer of records set forth in this standard.

**EVALUATION AND REVIEW**

- A. The EHS Manager will conduct an annual evaluation and review the effectiveness of this exposure control plan and will coordinate corrective action and update the plan as needed.

## Appendix A

### DEFINITIONS FOR THE PURPOSES OF THIS EXPOSURE CONTROL PLAN

<b>Antibody</b>	a substance produced in the blood of an individual that is capable of producing a specific immunity to a specific germ or virus.
<b>Amniotic Fluid</b>	the fluid surrounding the embryo in the mother's womb.
<b>Antigen</b>	any substance which stimulates the formation of an antibody
<b>Assistant Secretary</b>	the Assistant Secretary of Labor for Occupational Safety and Health, or designated representative.
<b>Biohazard Label</b>	a label affixed to containers of regulated waste, refrigerators/freezers and other containers used to store, transport or ship blood and other potentially infectious materials. The label must be fluorescent orange-red in color with the biohazard symbol and the word biohazard on the lower part of the label.
<b>Blood</b>	human blood, human blood components, and products made from human blood.
<b>Bloodborne Pathogens</b>	pathogenic (disease producing) microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV)
<b>Cerebrospinal Fluid</b>	a clear, colorless fluid surrounding the brain and spinal cord. It can be withdrawn by performing a spinal puncture.
<b>Clinical Laboratory</b>	a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.
<b>COMM</b>	Industry, Labor and Human Relations
<b>Contaminated</b>	the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
<b>Contaminated Laundry</b>	laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.
<b>Contaminated Sharp</b>	any contaminated object that can penetrate the skin including, but not limited to needles, scalpels, broken glass, capillary tubes, and the exposed ends of dental wires.
<b>Decontamination</b>	the use of physical or chemical means to remove, inactivate, or destroy Bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.
<b>Engineering Controls</b>	controls (i.e., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

<b>Exposure Control Plan</b>	a written program developed and implemented by the employer that sets forth procedures, engineering controls, personal protective equipment, work practices and other methods that are capable of protecting employees from exposures to bloodborne pathogens, and meets the requirements spelled out by the OSHA bloodborne Pathogens Standard.
<b>Exposure Determination</b>	how and when occupational exposure occurs and which job classifications and/or individuals are at risk of exposure without regard to the use of personal protective equipment.
<b>Exposure Incident</b>	a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
<b>Handwashing Facilities</b>	a facility providing an adequate supply of running potable water, soap and single use towels, medicated towelettes or hot air drying machines.
<b>HBV</b>	Hepatitis B Virus.
<b>HIV</b>	Human Immunodeficiency Virus.
<b>Licensed Health care Professional</b>	a person who's legally permitted scope and practice allows him or her to independently perform the activities required by paragraph (f) of the standard: hepatitis B vaccination and post exposure evaluation and follow-up. <b>(In Wisconsin only a licensed physician meets definition).</b>
<b>Medical Consultation</b>	a consultation which takes place between an employee and a licensed healthcare professional for the purpose of determining the employee's medical condition resulting from exposure to blood or other potentially infectious materials, as well as any further evaluation or treatment that is required.
<b>Mucus</b>	a thick liquid secreted by glands, such as those lining the nasal passages, the stomach and intestines, the vagina, etc.
<b>Mucous Membranes</b>	a surface membrane composed of cells that secrete various forms of mucus, as in the lining of the respiratory tract and the gastrointestinal tract, etc.
<b>Occupational Exposure</b>	a reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
<b>OSHA</b>	the Occupational Safety and Health Administration of the U.S. Department of Labor; the Federal agency with safety and health regulatory and enforcement authorities for most U.S. industry and business.
<b>Other Potentially Infectious Materials (OPIM)</b>	(1) the following human body fluids: semen, vaginal secretions, menstrual blood, vomit, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or

impossible to differentiate between body fluids; (2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

**Parenteral** piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

**Pathogen** a bacteria or virus capable of causing infection or disease.

**Pericardial Fluid** fluid from around the heart.

**Pericardium** the sheath of tissue encasing the heart.

**Peritoneal Fluid** the clear straw-colored serous fluid secreted by the cells of the peritoneum.

**Peritoneum** the lining membrane of the abdominal (peritoneal) cavity. It is composed of a thin layer of cells.

**Personal Protective Equipment** specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (i.e., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment. Personal protective equipment may include, but is not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection equipment, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membrane under nominal conditions of use and for the duration of time which the protective equipment is used.

**Pleural** the membrane lining the chest cavity and covering the lungs. It is made up of a thin sheet of cells.

**Pleural Fluid** fluid from the pleural cavity.

**Production Facility** a facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.

**Prophylaxis** the measures carried out to prevent diseases.

**Regulated Waste** liquid or semi-liquid blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

**Research Laboratory** a laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high

concentrations of HIV or HBV but not in the volume found in production facilities.

**Serous Fluids**

liquids of the body, similar to blood serum, which are in part secreted by serous membranes.

**Source Individual**

any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

**Sterilize**

the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

**Synovial Fluid**

the clear amber fluid usually present in small quantities in a joint of the body (i.e., knee, elbow).

**Universal Precautions**

an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

**Vascular**

pertaining to or composed of blood vessels

**Work Practice Controls**

controls that reduce the likelihood of exposure by altering the manner in which the task is performed.



## Appendix C

### TASK AND PROCEDURES RECORD

Facility: \_\_\_\_\_ Location: \_\_\_\_\_

Type of Bodily Fluid/Substance to Which Exposure is likely:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Blood</li> <li>2. Semen</li> <li>3. Vaginal Secretions</li> <li>4. Cerebrospinal Fluids</li> <li>5. Pericardial Fluids</li> <li>6. Unfixed human tissues or organs</li> <li>7. Amniotic Fluids</li> <li>8. Synovial Fluids</li> <li>9. Saliva in dental procedures</li> <li>10. Peritoneal Fluids</li> </ol> | <ol style="list-style-type: none"> <li>11. HIV-containing cell or tissue cultures</li> <li>12. Organ cultures</li> <li>13. HIV-or HBV-containing culture media or solutions</li> <li>14. Body Fluids visibly contaminated with blood</li> </ol> |
|--|---|

Job Classification	Task/Procedure	Type(s) of Exposure (See Code)	Protective Procedure(s)	Protective Barrier(s) (Gloves, Gown, Apron, Mask, Eyewear etc.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

## Appendix D

### EXPOSURE INCIDENT INVESTIGATION FORM

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Person(s) Involved:** \_\_\_\_\_

**Potentially Infectious Materials Involved:**

**Type:** \_\_\_\_\_ **Source:** \_\_\_\_\_

**Circumstances (what was occurring at the time of the incident):** \_\_\_\_\_

---

---

**How was the incident caused: (accident, equipment malfunction, etc?) List any tool, machine, or equipment involved:** \_\_\_\_\_

---

**Personal protective equipment being used at the time of the incident:**

---

---

**Actions taken (decontamination, clean-up, reporting, etc.)** \_\_\_\_\_

---

---

**Recommendations for avoiding repetition of incident:** \_\_\_\_\_

---

---

## Appendix E

### HEPATITIS B VACCINE DECLINATION

**I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself.**

**However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B which is a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I understand that I can receive the vaccination series at no charge to me.**

**Employee Name (Please Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix F

### HEPATITIS B VACCINATION RECORD

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration and the benefits of being vaccinated. I also understand that the vaccine and vaccination series will be offered free of charge.

-----

I, \_\_\_\_\_ have completed the following inoculations using:

\_\_\_\_\_ Recombivax-HB Vaccine

or

\_\_\_\_\_ Enerix-B Vaccine

Inoculation 1 Date: \_\_\_\_\_  
 Inoculation 2 Date: \_\_\_\_\_  
 Inoculation 3 Date: \_\_\_\_\_

Given at: \_\_\_\_\_  
Given at: \_\_\_\_\_  
Given at: \_\_\_\_\_

**Appendix G**  
**EMPLOYEE MEDICAL RECORD CHECKLIST**

**NAME:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**JOB CLASSIFICATION:** \_\_\_\_\_

Attach a copy of the employee's hepatitis B vaccination record or declination form. Attach any additional medical records relative to hepatitis B.

-----  
Brief Description of Exposure Incident: \_\_\_\_\_

**Log and attach copy of: (Check all that apply)**

- The information provided to the health care professional
- The Exposure Incident Investigation Report
- The results of the source individual's blood testing, if consent for release has been obtained and results are available
- The health care professional's written opinion

-----  
Brief Description of Exposure Incident: \_\_\_\_\_

**Log and attach a copy of: (Check all that apply)**

- The information provided to the health care professional
- The Exposure Incident Investigation Report
- The results of the source individual's blood testing, if consent for release has been obtained and results are available
- The health care professional's written opinion

**Appendix H**  
**INFORMATION AND TRAINING RECORD FOR**  
**EMPLOYEES WITH POTENTIAL EXPOSURE**  
**TO BLOODBORNE PATHOGENS**

**Date(s) of training:**

**Trainer(s) name and qualifications:**

**Names and Job Titles of all employees attending this training: (See Attached)**

**Agenda and/or materials presented to participants included:**

- An accessible copy of the text of the COMM/OSHA Standard.
- A general explanation of the epidemiology and symptoms of Bloodborne diseases.
- An explanation of the modes of transmission of Bloodborne pathogens.
- An explanation of the exposure control plan and the means by which employees can obtain a copy of the written plan.
- An explanation of the appropriate methods for recognizing tasks/activities that may involve exposure to blood and other potentially infectious materials.
- An explanation of the use and limitations of methods that will prevent or reduce exposure: i.e., engineering controls, work practices, and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment or other contaminated items.
- An explanation of the basis for selection of personal protective equipment.
- Information on the HBV vaccine, its efficacy, safety, method of administration, benefits of vaccination, and provision at no cost to the employee.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, the method of reporting, and the medical follow-up that is available.
- Information on the post-exposure evaluation and follow-up that is provided.
- An explanation of the signs, symbols, and color-coding of biohazards.
- A question and answer session between the trainer(s) and employee(s).
- List of contacts within the health community that can be resources to the employees if they have questions after training.

**Signature of Training Coordinator:** \_\_\_\_\_

## Appendix I NEEDLESTICKS/SHARPS EXPOSURE LOG

**Instructions:**

1. Complete a log for each employee exposure incident involving a sharp
2. Make a photocopy for your own record; and
3. Ensure that the form is received by your department's Worker's Compensation Department.

Employee exposed:	Social Security Number:	Phone number/ E-mail:
Department:	Supervisor:	Phone number/ E-mail:
Date and Time of Stick or contact with Sharp:	Location of Incident:	Job classification of employee:
Nature of exposure:	Body part stuck:	Procedure being performed at time of exposure:
Describe how the incident occurred:		
<p>ρ Patient agitated/ hostile                      ρ Emptying on handling sharps container</p> <p>ρ During disposal                                      ρ Other</p> <p>_____</p> <p>ρ Resheathing</p>		
Sharps information if known (Type, Brand, Model) e.g. 18g needle/ABC Medical/ "no stick" syringe:		
a. Was the sharp/ needle contaminated? _____		
b. If yes, what was the contaminant? _____		
c. Did the device used have a retractable or self-sheathing needle? _____		
d. If yes, was training provided on its proper use? _____		
For the employee: What do you think could have been done to prevent this injury?		
For the employer: What do you think could have been done to prevent this injury?		
Employee's Signature:		Date:





CLEAN SCENE AZ, LLC  
190 E. Corporate Place Ste 4  
Chandler, Arizona 85225  
602-438-7008 Office  
602-770-3540 Emergency  
480-422-2985 Cell

Biohazardous Medical Waste  
Transportation Management Plan (TMP)  
Contact: Frances Vierkoetter, Owner  
[Frances.Vierkoetter@cleansceneaz.com](mailto:Frances.Vierkoetter@cleansceneaz.com)

Arizona Administrative Code  
A.A.C. R18-13-1409(C)  
October 20, 2016

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## INTRODUCTION

1. The purpose of this plan is to document compliance with Biohazardous Medical Waste requirements for Biohazardous Medical Waste Transporters in accordance with Arizona Administrative Code (A.A.C.) R18-13-1401 through 1420. Transportation Management Plan hereinafter (TMP) written to comply with Arizona Administrative Code (A.A.C.) R18-13-1409.
2. A copy of this TMP will be kept in the vehicle transporting Biohazardous Medical Waste.
3. Should any revisions be required for this TMP, a revised plan will be submitted to ADEQ for approval.
4. CLEAN SCENE AZ, LLC provides medical equipment retrieval and decontamination services for various fire departments and/or municipalities in the Greater Phoenix Metro Area.  
See: A.A.C. R18-13-1403(A)(5)
5. Pharmaceuticals waste shall be packaged in a container that is leak- proof on all sides and bottoms, with closed and fitted lid, constructed of smooth materials that are impervious to liquids and resistant to corrosion. The color of the non-hazardous pharmaceutical waste containers are typically white with blue lids. The container will be labeled with the following “Non-Hazardous Pharmaceutical Waste for Incineration”

### **Excluded Materials:**

1. The following types of waste are not supported for collection, transport, transfer or storage A.A.C, R18-13-1401 (5), and (22) stated as well.
  - a. Non –decayed radioactive waste/radioactive materials
  - b. Hazardous Waste
  - c. Household waste
  - d. Industrial and commercial process waste
  - e. Human Remains
  - f. Trace Chemotherapy
  - g. Cultures and Stocks

Clean Scene AZ, LLC provides collection, transport and cleaning services of medical equipment that was used in the transporting of patients to the hospital, such as:

Backboards  
Caryalls (Patient Transport Sheet)  
Pediatric (PED) Splints  
Kendrick Extrication Device (KED)  
Hare Traction Devices

### **Cleaning of all medical equipment (DME) will be cleaned at:**

CLEAN SCENE AZ, LLC  
190 E. Corporate Place Ste 4  
Chandler, Arizona 85225

2. CLEAN SCENE AZ, LLC provides biohazard remediation services (same as “crime scene cleanup”), and medical waste pickup and disposal (red bags, sharps containers) for various

municipalities, police departments, medical facilities, as well as private citizens throughout Maricopa County.

### **Biohazardous Medical Waste**

As stated in A.A.C. R18-13-1401, Biohazardous Medical Waste is defined as being composed of one or more of the following: Cultures and stocks, Human blood and blood products, Human pathologic wastes, Medical sharps.

CLEAN SCENE AZ, LLC hereinafter (CSA) will only select products from the EPA-registered Antimicrobial product lists A, B or, D for the cleaning and disinfecting of surfaces which have come in contact with blood or other potentially infectious materials (OPIM). Cleaning materials may consist of paper towels, rags, EPA-approved cleaning chemicals, mops, and disinfectant wipes.

Any medical waste generated in the cleaning process will be disposed of at an Approved ADEQ medical waste treatment facility. CSA has secured the following facilities for disposal:

#### **Medical Waste Treatment Facilities:**

Arizona Medical Waste  
3017 N. Rockwell  
Casa Grande, Arizona 85122  
800-563-3854

CSA's primary operating area is the Greater Phoenix Metro Area in Maricopa County. Presently we do not accept medical waste from any other source outside of Maricopa County in Arizona.

### **Medical Sharps Waste, Packaging and Handling**

CSA will collect and transport medical sharps in containers designed for such collection and transporting means. Sharps containers must be rigid, puncture resistant, leak proof, and equipped with a locking cap. The sharps container must bear the universal biohazard symbol.

Sharps containers that are more than  $\frac{3}{4}$  full or beyond the marked fill line must be repackaged prior to transport. Sharps containers must be securely closed to prevent punctures or leakage during transport in accordance with the instructions provided by the packaging manufacturer.

In accordance with A.A.C. R18-13-1406(B)(3) each container or bag containing biohazardous medical waste will receive an identification number. Identification numbers are recorded and kept on file.

### **Cultures and Stocks, Packaging and Handling**

CSA does not collect or transport cultures and stocks at this time.

### **Experimental and Research Animal Waste, Packaging and Handling or Dead Animal Waste, Packaging and Handling**

CSA does not collect or transport experimental and research animal or dead animal waste at this time.

### **Biohazardous Medical Waste Packaging and Handling**

Biohazardous Medical Waste will be packaged according to the requirements specified in A.A.C. R18-13-1407(A)(1) or (2). The Biohazardous Medical Waste red disposable plastic bags “red bags” must be leak resistant, impervious to moisture, of sufficient strength to prevent tearing or bursting, sealed to prevent leakage and puncture resistant for sharps. The Biohazardous Medical Waste red bag shall not be filled more than  $\frac{3}{4}$  full. Over packing Biohazardous Medical Waste red bags is not acceptable. Biohazardous Medical Waste red bags must be and will be securely tied and taped to prevent leakage during transport. The Biohazardous Medical Waste red bag also must be placed into a secondary container during transport.

CSA personnel will always wear Personal Protective Equipment (PPE) apparel when handling Biohazardous Medical Waste. Personnel should never push waste down using their hands or feet. Personnel must always carry waste away from their body.

The secondary container shall be constructed of leak-proof material, closed with a fitted lid, and that will prevent breakage of the bag in storage and handling and must bear the universal Biohazard symbol. Secondary containers used will consist of disposable Biohazard transport boxes with liner or reusable plastic drum containers.

All Biohazardous Medical Waste containers will be secured while in transport with nylon straps attached to the vehicle body. Additionally, all Biohazardous Medical Waste Red Bags will contain the Biohazard label.

In accordance with A.A.C. R18-13-1406(B)(3) each container or bag containing biohazardous medical waste will receive an identification number. Identification numbers are recorded and kept on file.

### **Other Specialized Packaging and Handling**

During the collection of biohazards that are large, pursuant to A.A.C. R18-13-1407(A), CSA will package and wrap items in red bag plastic sheets that are securely taped to the item. These items will then be placed inside the very large container. CSA will wrap these items twice. Items that are even larger will be dismantled and made into smaller items. These items will then be wrapped and placed in the large container.

In accordance with A.A.C. R18-13-1406(B)(3) each container or bag containing biohazardous medical waste will receive an identification number. Identification numbers are recorded and kept on file.

### **Container Cleaning**

After usage of a secondary container CSA will disinfect the containers using the following listed cleaning solutions or chemicals in accordance with A.A.C. R18-13-1407(A)(2)(b)(ii). MSDS's for all the chemicals used by CSA are included in the Appendix.

## Approved Cleaning Chemicals

The following is a list of EPA-approved chemicals used by CSA for the cleaning and disinfecting of surfaces that have come in contact with blood or other potentially infectious materials.

**Product:** *Clorox Bleach*  
**EPA Reg No.** 5813-50  
**Registrant:** *The Clorox Company*  
**Approval Date:** *August 2009*  
**Active Ingredients:** *Sodium Hypochlorite 5%*

**Product:** *Clorox Clean-Up*  
**EPA Reg No.** *n/a*  
**Registrant:** *The Clorox Company*  
**Approval Date:** *April 2002*  
**Active Ingredients:** *Sodium Hypochlorite 5%*

**Product:** *ProForce Lemon Fresh Disinfectant*  
**EPA Reg No.** 6836-73-1677  
**Registrant:** *Ecolab, Inc.*  
**Approval Date:** *July 2010*  
**Active Ingredients:** *Tetrasodium Edta 5%, Dicapryl Dimonium Chloride 5%*

**Product:** *ProForce Multipurpose Pine Cleaner*  
**EPA Reg No.** *n/a*  
**Registrant:** *Ecolab, Inc.*  
**Approval Date:** *June 2009*  
**Active Ingredients:** *Sodium Xylene Sulfonate 10%, Tetrasodium Edta 5%*

**Product:** *Simple Green All-Purpose Cleaner*  
**EPA Reg No.** *n/a*  
**Registrant:** *Sunshine Makers, Inc.*  
**Approval Date:** *February 2012*  
**Active Ingredients:** *2-butoxyethanol 5%, Ethoxylated Alcohol 5%, Tetrapotassium Pyrophosphate 5%, Sodium Citrate 5%*

**Product:** *ProForce Heavy Duty Degreaser*  
**EPA Reg No.** *n/a*  
**Registrant:** *Ecolab, Inc.*  
**Approval Date:** *January 2011*  
**Active Ingredients:** *Butoxyethanol 3%, Sodium Carbonate 5%, Sodium Xylene Sulfonate 5%, Tetrasodium Edta 5%*

**Product Name:** *ProForce Sanitizer*  
**EPA No.** 6836-302-1677  
**Registrant:** *Ecolab, Inc.*  
**Approval Date:** *August 2010*  
**Active ingredients:** *Dicapryl Dimonium Chloride 2%*

**Product Name:** *Waxie #700 Disinfectant*  
**EPA No.** 1839-166  
**Registrant:** *Waxie Sanitary Supply*  
**Approval Date:** *May 2010*  
**Active ingredients:** *Alkyl Dimethyl Benzyl Ammonium Chloride, Dioctyldimethylammonium Chloride, Didecyl Dimethyl Ammonium Chloride*

**Product Name:** *Hydrogen Peroxide*  
**EPA No.** *n/a*  
**Registrant:** *Sciencelab, Inc.*  
**Approval Date:** *October 2005*  
**Active ingredients:** *Hydrogen Peroxide 3%*

**Product Name:** *Lysol Disinfectant Spray*  
**EPA No.** *n/a*  
**Registrant:** *Reckitt Benckiser*  
**Approval Date:** *March 2012*  
**Active ingredients:** *Ethanol 40%, Butane 5%, Propane 1%*

## Chemical Mixing Instructions:

Note: Mixing instructions are followed as per individual containers instructions.

## Routine Transport Plan

Biohazardous medical waste while being transported will be physically segregated by distance from non-contaminated supplies and equipment. Supplies and equipment will be kept on shelving away from medical waste and/or in sealed plastic containers. Improperly packaged containers will not be accepted for pickup. All contained waste must be in a red biohazard bag tightly sealed in a container marked with Biohazard label. Sharps must be contained in a sharp locked container or will not be accepted in any other manner until proper packaging is completed by Customer with an incident report identifying a corrective action.

**No biohazardous medical waste of any kind will be permitted in the driver/passenger compartment.**

A copy of this transportation management plan (TMP) and a sufficient supply of blank copies of the 4-ply Biohazardous Medical Waste Tracking Form will be kept in the transport vehicle at all times.

### **Biohazardous Medical Waste Tracking Form Procedure**

CSA will provide the generator with a signed Biohazardous Medical Waste Tracking Form signifying the acceptance of Biohazardous Medical Waste for transport per A.A.C. R18-13-1406(B). This tracking form will include the Generator's name and address and a Tracking number, CSA (transporter) address, Arizona Biohazardous Medical Waste Transporter Registration Number, and Destination (disposal facility) name and address. The transporter shall obtain a copy of the tracking form, signed by a person representing the receiving facility. The Biohazard Medical Waste Tracking Form will be kept on file for one (1) year.

### **Biohazardous Medical Waste Transporter Permit/Registration**

CSA has acquired and will maintain Medical Waste Hauler Permits from Maricopa County Environmental Services, These permits # MV-00-9607 and # MV-12-0004, need to be cancelled and will be revised for the new van below in accordance with Maricopa County Environmental Health Code Chapter II, Sewage and Wastes, Section 10, Regulation 2.

CSA has acquired and will maintain a Biohazardous Medical Waste Transporter Registration Number from Arizona Department of Environmental Quality, # TR111024.01, in accordance with A. A. C. R18-13-1409(B).

### **Biohazardous Medical Waste Transport Vehicle(s)**

1. AZTEX 2002 Trailer, Vin 4ZBEN10822F003154 plate 05918E Primary trailer
2. Isuzu 1997 NPR Box Truck Vin 4KLB4B1R1VJ000905 plate No. BPF3016

The Isuzu Truck is a box truck. The cargo area used for medical waste transport is of wood and metal surfaces coated with a non-porous spray polyurathane double coat and all areas silconed between boards and all four corners between wood and metal connections box truck. This vehicle is dedicated solely to Biohazardous Medical Waste transport ONLY. The cargo compartment will be locked at all times, except during loading and unloading, to deny access by unauthorized persons. A.A.C. R18-13-1409(E). The Isuzu Truck will be the secondary response vehicle used for biohazard remediation or "crime scene cleanup" and for medical waste pickup and disposal. Primary Response is item 2 trailer that can be attached to any of our Clean Scene AZ, LLC vehicles it is smaller and can accommodate all situations.

### **Vehicle Maintenance**

Vehicles will be inspected on a bi-weekly or “as needed basis” to ensure that they are clean and in a satisfactory and operational condition.

The driver will ensure that the locking mechanism on the cargo compartment is in proper working order.

### **Transportation Procedures**

Pursuant to A.A.C. R18-13-1409(G), the transporter, CSA, will deliver the Biohazardous Medical Waste to an ADEQ approved medical waste storage, transfer, treatment or disposal facility in Arizona within 48 hours of collection or refrigerate the waste for not more than 90 days at 40°F or less until delivery. The Biohazardous Medical Waste will not be unloaded or transferred to another vehicle in any location other than an ADEQ approved facility, except in an emergency situation.

Medical Waste will be picked up by Arizona Medical Waste 3017 N. Rockwell, Casa Grande, Arizona 85122. Phone 800-563-3854

Secondary facility will be Healthcare Medical Waste Services located at 1305 N. VIP Blvd. Casa Grande, AZ 85222. Phone 520-316-9207.

Back up Plan: Should the vehicle be in an accident or require equipment repairs, CLEAN SCENE AZ, LLC has other vehicles and all biohazard material can be loaded, using all precautions, into back up vehicle temporarily and taken to CLEAN SCENE AZ, LLC facility until truck is repaired or replaced. All TMP procedures will be followed.

### **Dry Ice Procedure**

Pursuant to A.A.C. R18-13-1409(M)(3), CSA vehicles used to haul Biohazardous Medical Waste are not refrigerated. CSA’s use of dry ice is a cost saving measure for processing contracted incidents. CSA will refrigerate the waste using dry ice for not more than 90 days at 40°F or less until delivery “waste will not be held more than 96 hours in a refrigerated vehicle, unless the vehicle is parked at a Department–approved facility” in accordance to A.A.C R18-13-1409 (M)(4) (see attached supporting documentation, i.e. Dry Ice Use and Storage Procedure and Dry Ice Storage Table). The refrigerated waste will be stored in insulated containers, marked as biohazard waste, and segregated in CSA’s Vehicle until delivery. CSA will implement a temperature monitoring plan by utilizing a daily log to ensure proper temperature is maintained. Upon delivery the container(s) with dry ice will be placed at the extreme rear of the transport vehicle.

### **Emergency Spill Response Procedure**

Decontamination procedures are as follows:

Contaminated areas will be taped off with caution tape.

CSA personnel will wear Personal Protective Equipment, including disposable coveralls, N95 respirator, latex gloves, and goggles (eye protection).

CSA personnel will use Biohazardous Medical Waste red bag for spilled medical waste and a secondary containment Biohazardous labeled bin.

Liquid medical waste will be removed using absorbent and EPA-approved disinfectant and/or a combination of both as needed.

In the event of a spill as a result of an accident or during loading in public areas the spill area must be contained with caution tape and safety cones. **In the event of vehicle mechanical failure the vehicle will not be left unattended.**

During the transport, handling, or disposal of Biohazardous Medical Waste all CSA personnel will use appropriate PPE and have a Spill kit, consisting of the following listed items, available at all times:

Spill Kit:

- |   |                          |
|---|--------------------------|
| Red Bags with Biohazard Label and/or logo       | Indelible markers        |
| Secondary marked container, approx. 20 gal.     | Duct tape                |
| Dust pan and broom                              | <u>PPE:</u>              |
| Absorbent clay based kitty litter or equivalent | Latex Gloves             |
| Rolls of Paper towels                           | Disposable Coveralls     |
| Hand sanitizers                                 | N95 Respirator           |
| Caution Tape                                    | Goggles (eye protection) |

The Biohazardous Medical Waste Tracking Form must be adjusted for the additional waste generated during a spill or clean up, if applicable.

Soiled clothing and equipment will be marked as Biohazardous and labeled as such for decontamination at CSA location. Clothing will be discarded as medical waste and Equipment cleaned per cleaning procedures and protocol for Biohazard decontamination. Non-disposable equipment and Secondary Container will be cleaned using EPA-approved cleaning chemicals from the aforementioned list. See **Approved Cleaning Chemicals section.**

**Training**

All CSA personnel assigned to the cleanup, collection, packaging, transporting, handling, and disposal of Biohazardous Medical Waste will be trained in accordance with OSHA Bloodborne Pathogen 29 CFR 1910.1030 and OSHA Respiratory Protection Plan 29 CFR 1910.134 on an annual basis including the specific procedure for packaging and repacking Biohazardous Medical Waste. Training will also include the appropriate elements from AAC R18-13-1401 thru 1420 and Hazard Communication 29 CFR 1910.1200 defining the use of chemicals used in the process for decontamination.

**Emergency Contacts**

The Arizona Department of Environmental Quality (ADEQ) Emergency Response Hotline telephone numbers are 602-771-2330 or toll free 800-234-5677 ext 771-2330. Arizona Department of Public Safety 602-223-2000. Emergency 911.

### **Hours of Operation**

CLEAN SCENE AZ, LLC maintains a seven day twenty-four (7/24) hour year round response operation in Maricopa County, Arizona.

### **Contacts**

CLEAN SCENE AZ, LLC

Devon Stinnett 602-770-3540 Emergency Cell

Frances Vierkoetter 480-422-2985 Cell

Cyanna Cazares 480-435-2708 Cell

Direct Number 602-438-7008 Office

# Appendix 1

## Biohazardous Medical Waste Tracking Form

# Appendix 2

## Company and Vehicle Permits

# Appendix 3

Vehicle(s) Pictures and Title

# Appendix 4

**Dry Ice Use and Storage Procedure**  
**Dry Ice Storage Table**

# Appendix 5

## Bloodborne Pathogens Procedure

# Appendix 6

## Pictures of Secondary Container(s)

Clean Scene Large Biohazard Collection Container and Sharps Collection Containers

Clean Scene Medium Biohazard Collection Containers



Clean Scene Very Large Biohazard Collection Container

**Sharp Containers:**



**1qrt**



**1 Gal**



**2 Gal**



**8 Gal**



**Pharmaceutical Container**

# Appendix 7

MSDS

## ROC Online Services Customer Portal Maintenance - March 20 - 21, 2021

The ROC Online Customer Portal will be unavailable on Saturday and Sunday, March 20 & 21, 2021, for scheduled maintenance. This means new online applications, online complaints and other online services will be unavailable on those days. We appreciate your patience.

COVID-19 - Registrar of Contractors Remains Open for Business - In-Person Services by Appointment Only [Read More](#)

## Contractor Search

### DISCLAIMER

The data supplied below is based on your specific request(s) and is correct to the best of our knowledge as of the date and time it was extracted from our data files. The information is provided without personal research or analysis. The data is subject to change on a daily basis. You may obtain additional public records related to any licensee, including dismissed complaints and nondisciplinary actions and orders, by contacting the ROC directly. If this information is required for legal purposes, you may request an affidavit or certified copies for a fee as specified in [A.R.S. 32-1104A3](#) (<https://www.azleg.gov/viewdocument/?docName=http://www.azleg.gov/ars/32/01104.htm>). Please read our Standard Terms of Use at [roc.az.gov/terms](http://roc.az.gov/terms) (<https://roc.az.gov/terms>).

Please note: The company or individuals listed on this license may hold other Arizona contracting licenses. To view information, status and complaint history for the past two years on other licenses held, go to the License Inquiry page and do a "Company Name and Personnel" search by entering the name of the company or individuals listed on the license.

### DETAILS FOR CLEAN SCENE AZ LLC LICENSE NUMBER ROC 280724

WEDNESDAY MARCH 17, 2021 03:03:49 PM

Share this License or Send it to Yourself: [Email](#) | [Save for Later](#)

## CONTRACTOR

### NAME / ADDRESS / PHONE

Clean Scene AZ LLC  
325 S Westwood Ste 3  
Mesa, AZ 85210  
**Phone:** 602-438-7008

### STATUS / ACTION

Active

# LICENSE

## CLASS & DESCRIPTION

**Specialty Dual CR-61 Carpentry, Remodeling and Repairs**

## ENTITY TYPE

**LLC**

## ISSUED / RENEWAL

**First Issued:** 2012-08-26

**Renewed Through:** 2022-08-31

## QUALIFYING PARTY & PERSONNEL

*The Qualifying Party listed below is associated with this license. All other persons named, if any, are associated with the company. They are not all necessarily associated with this license.*

**Name:** Frederic William Ihrke

**Position:** Current/Most Recent QP

**Name:** Frederic William Ihrke

**Position:** Qualifying Party

**Name:** Mary Jane Frances Anguis Vierkoetter

**Position:** Member

## COMPLAINT INFORMATION

*Complaints against this contractor are listed below. Complaints that were cancelled, resolved or settled without a corrective work order or dismissed are not included. Contact the **Registrar of Contractors at 602-542-1525 or toll-free statewide at 1-877-My AZROC (1-877-692-9762)** to identify the ROC office location you need to visit to view complete complaint documentation.*

CLOSED CASES		
0		0
Open Cases		Resolved / Settled Cases
i		i
This is the number of complaints against this contractor that are currently open except those in which an agency inspection has not occurred or a violation was not found. Upon adjudication some complaints are found to be without merit and are dismissed.	0	This is the number of complaints closed against this contractor that were resolved or settled by the contractor or withdrawn by the complainant after issuance of a corrective work order or formal citation.
	Disciplined Cases	
	i	
	This is the number of complaints that resulted in discipline against this contractor.	

## BOND INFORMATION

**How to collect from a license bond** (<https://roc.az.gov/recovery-fund?targetclass=answer-question-collect#question-collect>)

<b>BOND TYPE:</b>	Surety
<b>BOND NUMBER:</b>	RSB149036
<b>EFFECTIVE DATE:</b>	2014-08-29
<b>BOND COMPANY:</b>	RLI Insurance Company
<b>AMOUNT:</b>	\$ 0.00
<b>PAID:</b>	\$ 0.00
<b>AVAILABLE:</b>	\$ 6750.00
<b>STATUS:</b>	Active

## CONTRACTOR SEARCH

To find out if a contractor's ROC license is current and see other information related to the license, enter their 6 digit license number

License numbers are 6 digits long. If there is a zero at the beginning of the number, remember to include it. So a License Number of '1234' should be searched as '001234'.

or their name below. If searching by a person's name, be sure to use first then last - for example: 'John Doe' instead of 'Doe, John'. You can also use the ADVANCED SEARCH functions by clicking the gray "Advanced Search" button below to search by City, Classification, Status and more. [Click to read the complete instructions.](#)

Enter your search terms here SEARCH

[Advanced Search](#)

[Export a List](#)

[Share Your Search](#)

[Clear](#)

## EXPORT A LIST OF CONTRACTORS

If you are looking for a list of specific contractors in a specific area, use this form to get that list. You can choose a specific License Classification and choose a specific City to narrow your search even further.

*For example:* if you wanted to see all of the residential swimming pool contractors in the city of Tempe, you would choose "Export of All Licenses of a Single Type listed in a Specific City" from the first drop-down menu below. Then three new drop-downs would appear asking you to select the "License Classification" you would like (in this case "R-6 Swimming Pool Service and Repair"), the type of license (Commercial, Residential or Both - in this case, we'll choose Both) and from the third, select the city of "Tempe". Then click the "Generate the List and Export" button in order for your list to appear.

**Choose the Contractor Search criteria below that you would like to use for your list to export:**

Export Active Contractors ONLY



Choose the type of file you'd like to export...



## SHARE YOUR SEARCH

Use the email form below to share your search parameters with someone. They will be sent a link by email to the same search parameters that you used.\*

\* **PLEASE NOTE:** Contractor Search results are randomized to prevent any favoritism to any specific contractor. Even though the search parameters will be the same, the results could be different or in a different order than the search results you have received.

SHARE YOUR SEARCH ✕

---

**Your Name:\***  
**Your Email:\***  
**Recipient's Name:**  
**Recipient's Email:**

# of Results ▼ Search For... ▼ Status... ▼ License Type... ▼  
Search by City License Classifications... ▼

IF YOU EXPERIENCE A TECHNICAL PROBLEM, PLEASE CLICK [HERE \(MAILTO:WEBMASTER@ROC.AZ.GOV\)](mailto:WEBMASTER@ROC.AZ.GOV).

**[FOR A LIST OF PENDING LICENSE APPLICATIONS CLICK HERE \(HTTPS://ROC.AZ.GOV/POSTING-LIST#NEWAPPSLICENSESDISCIPLINE\)](https://roc.az.gov/posting-list#NEWAPPSLICENSESDISCIPLINE)**

If you are looking for a complete list of our current contractors, we highly recommend using our [Posting List \(https://roc.az.gov/posting-list\)](https://roc.az.gov/posting-list) page.

For a list of contractors with their full information, please submit a [Public Records Request through our Public Records Request One-Stop page \(https://roc.az.gov/online-services?ff=pr\)](https://roc.az.gov/online-services?ff=pr). Thank you.

**EXHIBIT C**  
**Professional Services Agreement**

SCHEDULE

Services will be provided on an as-needed basis.

**EXHIBIT D  
Professional Services Agreement**

**COMPENSATION**

**METHOD AND AMOUNT OF COMPENSATION**

Contractor will bill the City on a monthly basis for services performed in that billing cycle. Invoices shall be submitted within thirty (30) days of service.

**NOT-TO-EXCEED AMOUNT**

The total amount of compensation paid to Consultant for full completion of all work required by the Project during the entire term of the Project must not exceed \$120,000.

**DETAILED PROJECT COMPENSATION**

<b>Crime Scene Cleanup Services</b>	
Crime Scene Cleanup Services, per person, between 8:00 AM & 5:00 PM weekdays	\$ <del>45</del> /30 minutes
Crime Scene Cleanup Services, per person, between 5:00 PM & 8:00 AM weekdays and all hours on weekends and holidays	\$ <del>45</del> /30 minutes
Biohazard Waste Cleanup Services – same day service (respond and cleanup biohazard waste before midnight on the same day (date) that the call for service was made)	\$ <del>45</del> /30 minutes
Disposal fee for additional 30-gallon red bag of hazardous material	\$ <del>32</del> per bag
Disposal fee for large items	\$ <del>35</del>

<b>Minimum or Additional Charges</b>	
Please explain <u>Covid19 disinfecting</u>	\$ <del>5</del>
Please explain <u>    </u>	\$ <del>    </del>
Please explain <u>    </u>	\$ <del>    </del>
Please explain <u>    </u>	\$ <del>    </del>