



## New West Gypsum Recycling Inc.

38 Vulcan Street  
New Westminster, BC  
V3L 5T7  
(604) 534-9925

# LOAD SCREENING PROCEDURE

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The Scale Clerk asks the load quality questions:

- 1) Does the load contain all manufacturer's date stamped board?  
YES Proceed to tipping area  
NO Proceed to question #2
  - 2) Are analytical results available or are no potential ACMs present?  
YES Proceed to non-dated board tipping area  
NO Material must be characterized and tested by a certified testing facility. Transporter asked to leave the facility.
- The vehicle license number is recorded & vehicle weight is determined on the initial pass over the scale by the Scale Clerk and entered into the computer system;
  - Scale Clerk advises the Yard Operator by radio details of each load as the customer leaves the scale. The information includes:
    - Type of vehicle or company name;
    - Whether the load contains Date Stamped or non-Date Stamped Drywall;
    - Whether paper work accompanies the load;
  - For small loads (i.e. not from a transfer station) the Yard Operator gets the driver to complete a Drywall Declaration & Acknowledgement Form that includes the drivers name, plate number(s), and the address where the load originated (street address and city). At busy times, an assistant Yard Operator will provide copies of the Drywall Declaration & Acknowledgement Form to customers waiting in the line-up before the scale. Copies of this form are available in English, Mandarin, Punjabi and Vietnamese. The Mandarin, Punjabi and Vietnamese forms are provided for the drivers to understand what they are signing. The forms must be completed in English;
  - Loads from Transfer Stations must be accompanied with the Transfer Station Load Manifest or Multipoint Pick-Up Manifest. The load can only contain one type of material (i.e. date stamped OR non-date stamped board). Mixed loads will only be accepted as non-date stamped materials.
  - In the non-Date Stamped Board tipping area, the Yard Operator:
    - If a lab report is provided, review of the laboratory report considering the following:
      - Ensure that the analytical report is dated within the last six months;
      - Verify that all samples within the report were found to be "None Detected" for asbestos;
      - Verify that the address origin of the load on the Load Form matches the address on the lab report. If there is a discrepancy of information, refuse the load;
      - Determine the types of materials (texture coat, joint compound, etc.) that were analyzed. The material in the load must match the testing details.
    - If no lab report is provided, the load must be inspected to insure that there are no potential Asbestos Containing Materials (texture coat, drywall joint compound) present.
  - In both the Date Stamped and non-Date Stamped tipping areas, the Yard Operator:
    - Inspects the load within the vehicle to verify that the materials within match the description of the load (i.e. date stamped versus non-date stamped versus non-ACM containing) as communicated by the Scale Clerk and for any potentially asbestos containing materials including any other materials

attached/adhered to the drywall board (e.g. texture coat, plaster). If present, the Yard Operator will verify whether these materials have been analyzed for asbestos within the lab report. If not, the load is rejected. Otherwise the customer is allowed to unload;

- The Yard Operator is encouraged to ask the customer questions regarding the source of the load to ascertain and confirm the quality and source of the load.
- The Yard Operator completes the bottom section of the Drywall Declaration & Acknowledgement Form;
- The Yard Operator communicates to the Scale Clerk that the driver will be returning paperwork on exit. The vehicle is weighed again to create a scale ticket that is signed by the driver and any paperwork is attached to the office copy of the scale ticket.
- If the load is rejected, the Yard Operator completes a Load Rejection Form and gives it to the customer.
- If vehicles are observed turning around and leaving without prior to crossing the scale, record the license plate number, company name, colour and make of the vehicle.