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April 20, 2018

Mr. William Marsh
Mr. Mark Delcher
Supervisor of Buildings and Grounds
Pleasantville School District
701 Mill Road
Pleasantville, NJ 08232

RE: Right To Know Services - School Year 2018

Dear Mr. Marsh,

Attached please find the proposal for Right To Know Services, as you requested. Please let me know if you would like to schedule the work.

Right-To-Know Compliance Program

Current Regulations:

The New Jersey Worker and Community Right-To-Know Act (N.J.S.A. 34:5A-1 et. seq.) jointly enforced by the N.J. Department of Health and Senior Services (NJDHSS) and the N.J. Department of Environmental Protection (NJDEP) requires employers to report information about hazardous chemicals used, produced or stored at their facilities. The law provides workers and residents with information they need in order to become aware of chemical hazards they may be exposed to at their workplace or in their community. The Act establishes a statewide database of hazardous substances used in New Jersey.

The Right to Know Act has four major requirements that affect public employers. These requirements are:

1. Report all hazardous chemicals listed on the Right-To-Know Hazardous Substance List that are present at each facility.

2. Provide initial and biennial training to all employees who are exposed or potentially exposed to hazardous chemicals.
3. All hazardous chemical containers must be labeled according to the New Jersey and Community Right-To-Know Act.
4. A Central File must be established at each facility that reports the presence of hazardous chemicals.

Scope of Work:

Coastal Environmental Compliance, LLC will provide the following Right-To-Know Operational and Project Management Services for the Pleasantville School District.

Hazardous Chemical Inventory, Survey Submission & Labeling:

1. Visit each site and investigate all storage and related areas where presence of hazardous products, material and/or chemicals may be found.
2. Develop an inventory list of all products, chemicals etc., where available product information appears at sites.
3. Based on on-site inspection and completion of hazardous products inventory list, NJ state approved computerized survey forms will be completed and submitted for each location as per the NJDHSS Right-To-Know regulations.
4. Provide product labeling as deemed appropriate for all containers per the Top 5 labeling process under the Right-To-Know - N.J.A.C. 8:59-5.1 & 5.2 regulatory requirements.
5. Where applicable, unknown chemical research will be conducted by making two good faith effort attempts (via correspondence letter or by way of telephone) in contacting the appropriate manufacturer(s) in obtaining product (MSDS) information. This will be accomplished for all new products.

File Maintenance:

Audit District files to ensure that all documentation required by NJDHSS is properly filed. A report outlining file deficiencies will be prepared upon completion of the audit.

Associated Costs:

Right-To-Know Services

Hazardous Chemical Inventory, Survey Submission & Labeling &.....\$ **4,000.00**
Material Safety Data Sheet Research

If you have any questions or require further clarification, please contact me at 609-685-9984.

Sincerely,
Coastal Environmental Compliance, LLC

Marylee K. Morinelli-Space

Marylee K. Morinelli-Space
President/Member

TERMS & CONDITIONS

Warranty

Coastal Environmental Compliance, LLC warrants that its services are performed in accordance with the standards for professional services at the time those services are rendered. Coastal Environmental Compliance, LLC warrants that it is familiar with Federal, State and local laws and regulations governing the services to be provided under this contract and further warrants that it will comply fully with all such laws and regulations, including making required filings, in performance of the work covered by this contract. Coastal Environmental Compliance, LLC agrees to notify you the client immediately of any occurrence or condition associated with its performance of services that might require notification to regulatory authority. Except as provided herein, no other warranty or representation, either express or implied is included or intended in its proposal, contracts, reports.

Liability

Coastal Environmental Compliance, LLC pollution/professional liability shall not exceed \$2,000,000 for total allowable losses.

Coastal Environmental Compliance, LLC liability for bodily injury and property damage shall not exceed \$1,000,000 per occurrence Coastal Environmental Compliance, LLC fire liability shall not exceed \$100,000 per occurrence.

Payment Terms - Invoicing

Invoices will be issued at the completion of work, delivery of materials and/or the end of each month, half payable at the time services are rendered, and the remainder payable thirty (30) days from the date of the invoice.

Interest of 1 1/2% per month (but not exceeding the maximum rate allowable by law) will be payable on any amount not paid within 30 days, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other cost in collecting and delinquent amount shall be paid by the client.

In the event that the client requests termination of the work prior to the completion of a report, Coastal Environmental Compliance, LLC reserves the right to complete such analyses and records that are necessary to place its files in order and where considered by it necessary to protect its professional reputation, to complete a report on the work performed to date. A termination charge to cover the cost thereof in an amount not to exceed 30% of all charges incurred up to date of stoppage of the work may, at the discretion of Coastal Environmental Compliance, LLC be made.

The price quoted herein will remain in effect for a period of 60 days from the date of the quotation. After this time period, Coastal Environmental Compliance, LLC reserves to

revise the quotation. This proposal is based on current regulations and the aforementioned scope of work.

Should any regulations and/or scope of work changes, Coastal Environmental Compliance, LLC reserves the right to amend this proposal.

Compensation

Our compensation for services rendered as outlined above will be **\$ 4,000.00** for the above scope of work.

Your acceptance and authorization to proceed with this project may be accomplished by signing this original proposal and returning it to us. The enclosed copy is for your records.

AUTHORIZATION:

***Pleasantville Board of Education
Right To Know Services***

If you concur with the aforementioned proposal please sign in the space provided below and return to Coastal Environmental Compliance, LLC. This will serve as our notice to proceed:

Signature

Title

Date

Purchase Order No.