



BEFORE THE CITY COMMISSION  
CITY OF STUART, FLORIDA

RESOLUTION NUMBER 79-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA TO RENEW ITB NO. 2019-100, CHEMICALS FOR WATER TREATMENT PLANT/WATER RECLAMATION FACILITY ON AN "AS NEEDED" BASIS, FOR THE 2<sup>nd</sup> and FINAL RENEWAL PERIOD THROUGH SEPTEMBER 30, 2021 TO THE FOLLOWING FIRMS, PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

\* \* \* \* \*

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City Commission of the City of Stuart hereby approves the 2<sup>nd</sup> and Final of two (2) renewal periods of ITB NO. 2019-100 Chemicals for Water Treatment Plant/Water Reclamation Facility for the period October 1, 2020 through September 30, 2021.

<u>Item</u>	<u>Vendor</u>	<u>Chemical</u>	<u>Amount</u>
1	Allied Universal Corporation	Sodium Hypochlorite	\$64,200.00
	Odyssey Manufacturing Company	Sodium Hypochlorite as the secondary vendor	<b>\$66,000.00</b>
2	Tanner Industries, Inc.	Anhydrous Ammonia	\$14,052.50
3	Carus Corporation	Sodium Hexametphosphate	\$19,190.00
4	Hawkins, Inc.	Hydrofluorosilicic acid	\$ 8,070.00
5	Hawkins, Inc.	Hydrochloric Acid	\$ 2,706.00
6	Hawkins, Inc.	Anionic Dry Polymer	\$ 6,110.00
7	Hawkins, Inc.	Cationic Liquid Polymer	\$18,218.20
		<b>Overall Total</b>	<b>\$132,546.70</b>

Resolution No. 79-2020

**SECTION 2:** This resolution shall take effect upon adoption.

Approve Award of ITB #2019-100, Chemicals for Water Treatment Plant/Water Reclamation Facility.

Commissioner CLARKE offered the foregoing resolution and moved its adoption. The motion was seconded by Commissioner MATHESON and upon being put to a roll call vote, the vote was as follows:

MICHAEL J. MEIER, MAYOR  
EULA R. CLARKE, VICE MAYOR  
BECKY BRUNER, COMMISSIONER  
MERRITT MATHESON, COMMISSIONER  
VACANT, COMMISSIONER

YES	NO	ABSENT	ABSTAIN
Y			
Y			
Y			
Y			

ADOPTED this 13<sup>th</sup> day of July, 2020.

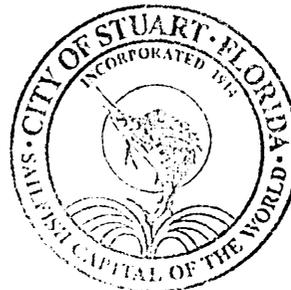
ATTEST:

  
MARY R. KINDEL  
CITY CLERK

  
MICHAEL J. MEIER  
MAYOR

APPROVED AS TO FORM  
AND CORRECTNESS:

  
MICHAEL J. MORTELL  
CITY ATTORNEY





## MEMORANDUM

To: David Dyess, Interim City Manager  
From: Alaina Knofla, Procurement Specialist  
Date: July 18, 2019  
Subject: Renewal of ITB #2019-100: Chemicals for the WTP/WRF

The initial year of ITB #2019-100: Contract for Chemicals for the WTP/WRF expires September 30, 2019. This agreement has provisions for two (2) one (1) year renewal options; this would represent the first renewal. The vendors listed below have agreed to the renewal under the original terms, conditions, pricing and specifications. Thereby the Public Works Director Dave Peters recommends approval of the first-year renewal.

Item	Vendor	Chemical	Amount
1	Allied Universal Corporation	Sodium Hypochlorite	\$62,280.00
	Odyssey Manufacturing Company	Sodium Hypochlorite as the secondary vendor	<b>\$66,000.00</b>
2	Tanner Industries, Inc.	Anhydrous Ammonia	\$14,052.50
3	Carus Corporation	Sodium Hexametphosphate	\$19,190.00
4	Hawkins, Inc.	Hydrofluorosilicic acid	\$ 8,070.00
5	Hawkins, Inc.	Hydrochloric Acid	\$ 2,706.00
6	Hawkins, Inc.	Anionic Dry Polymer	\$ 6,110.00
7	Hawkins, Inc.	Cationic Liquid Polymer	\$18,218.20
<b>Overall Total</b>			<b>\$130,626.70</b>

If approved, this renewal will be effective for the period October 1, 2019 and ending September 30, 2020. If you have any questions, or if I might be of further assistance please contact me at ext. 5320 or contact me by email at [purchasing@ci.stuart.fl.us](mailto:purchasing@ci.stuart.fl.us).

- Approve renewal of ITB #2019-100: Chemicals for the WTP/WRF
- Recommended this ITB not be renewed

  
David Dyess, City Manager

7-25-19  
Date



# City of Stuart

Procurement & Contracting Division  
121 SW Flagler Ave. Stuart FL 34994  
Phone: 772.288.5320

June 20, 2019

Hawkins, Inc.  
Attn: Mr. Raymond C. Pool, SE Regional Manager  
2263 Clark Street  
Apopka, Florida 32703

Subject: Renewal for ITB# 2019-100, Chemicals for the Water Treatment Plant and Water Reclamation Facility

Dear Mr. Pool,

This is official notification to your firm that the City of Stuart wishes to extend your current contract for the above mentioned, for the period beginning October 1, 2019 and ending on September 30, 2020, which represents the first year of two (one year) renewal options. This extension is granted under the same terms, conditions, and pricing as the original contract.

Please complete the bottom portion of this letter if your firm will agree to the requested renewal. Your response must be received **no later than 4:00 p.m., July 3, 2019**. You may fax your response to (772) 600-1202 or send by email to [purchasing@ci.stuart.fl.us](mailto:purchasing@ci.stuart.fl.us). Thank you for your cooperation and immediate attention to this matter. Please contact me at (772) 288-5320, if you should have any questions.

Best Regards,

Alaina Knoria

Procurement Specialist

cc: File

I hereby attest, by signature, to Florida Statutes (F.S.) 287.135-Scrutinized Companies that Boycott Israel list, F.S. 215.4725-Engaging in commerce with Cuba or Syria, and F.S. 215.473-Scrutinized Companies with activities in the Iran Petroleum Energy Sector List; and agree to the contract renewal as specified of the subject Agreement.

I am unable to agree to the contract renewal as specified of the subject Agreement

(Signature)

Date

7/11/19

Printed Name

Title

Raymond Pool

Regional Manager



# City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994  
Department of Financial Services  
Procurement and Contracting Services Division

Lenora Darden, CPPB  
Procurement Manager  
[purchasing@ci.stuart.fl.us](mailto:purchasing@ci.stuart.fl.us)

Telephone (772) 288-5320  
Fax: (772) 600-0134

August 30, 2018

Via: Email transmission, [chuck.pool@hawkins.com](mailto:chuck.pool@hawkins.com)  
[Marcia.Stivanson@hawkinsinc.com](mailto:Marcia.Stivanson@hawkinsinc.com)

Hawkins, Inc.  
Attn: Mr. Raymond C. Pool, SE Regional Manager  
2263 Clark Street  
Apopka, FL 32703

Subject: Notice of Award  
ITB No. 2019-100, Chemicals for the Water Treatment Plant (WTP) and Water Reclamation Facility (WRF)

Dear Mr. Pool:

The Stuart City Manager awarded ITB No. 2019-100, Chemicals for the WTP/WRF, to your firm on August 28, 2018, for the following chemicals:

<u>CHEMICAL</u>	<u>UNIT PRICE</u>	<u>ESTIMATED ANNUAL TOTAL</u>
Hydrofluorosilicic acid	\$ 2.69 Per Gallon	\$8,070.00
Hydrochloric Acid	\$ 2.46 Per Gallon	\$2,706.00
Anionic Granular Polymer	\$ 2.35 Per Pound	\$6,110.00
Cationic Liquid Polymer	\$12.74 Per Gallon	\$18,218.20
	<b>Overall Total</b>	<b>\$35,104.20</b>

Please consider this your formal notice of award. The City of Stuart requests that you provide all necessary insurance requirements by September 10, 2018 as listed below:

A "Certificate of Insurance" which reflects all types and levels of coverage as noted in the Request for Proposal. The insurance certificate must also have printed in the "Remarks" box, words to the effect: **"The City of Stuart is an additional insured"**. The City requests that the insurance certificate lists the **project number and the project name**, ITB No. 2019-100 Chemicals for the WTP/WRF.

Orders from the City of Stuart will be placed throughout the contract period through the issuance of a Blanket Purchase Order to the Water Treatment Plant, 1002 Palm Beach Rd, Stuart, FL 34994 and the Water Reclamation Facility, 301 SE Stypmann Boulevard, Stuart, Florida 34994. Issuance of the Blanket Purchase Order shall serve as your contract and notice to proceed. All services for the Water Treatment Plant shall be coordinated with the City Project Manager, Mike Woodside, Team Leader II, at 772-288-5343 ext. 5444. All services for the Water Reclamation Facility shall be coordinated with the City Project Manager, Mike Goldberg, Team Leader III, at 772-288-1292 ext. 5291.

The initial contract period will be for one year, effective October 1, 2018 through September 30, 2019, with two one-year renewal options. The City reserves the right to exercise the option to renew annually, if mutually agreed upon in writing by both parties subject to the same terms and conditions of the original agreement. Annual renewals shall be subject to the appropriation of funds, vendor's satisfactory performance and determination that the contract renewal is in the best interest of the City.

The City of Stuart looks forward to a mutually beneficial business relationship. If you have any questions, please feel free to contact me by email at [purchasing@ci.stuart.fl.us](mailto:purchasing@ci.stuart.fl.us) or call me at (772) 288-5320.

Sincerely yours,

A handwritten signature in black ink, appearing to read "L. Darden". The signature is fluid and cursive, with a large initial "L" and a stylized "Darden".

Lenora Darden  
Procurement Manager

ec: Dave Peters, Public Works Director  
Mike Woodside, Team Leader II  
Mike Goldberg, Team Leader III  
Marcia Stivanson, Hawkins, Inc.  
2019-100 ITB File



# City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994  
Department of Financial Services  
Procurement & Contracting Services Division

Lenora Darden, CPPB  
Procurement Manager  
[ldarden@ci.stuart.fl.us](mailto:ldarden@ci.stuart.fl.us)

Telephone (772) 288-5308  
Fax: (772) 600-0134  
[www.cityofstuart.us](http://www.cityofstuart.us)

## MEMORANDUM

To: David Dyess, Interim City Manager  
From: Lenora Darden, Procurement Manager  
Date: August 21, 2018  
Subject: Award of ITB #2019-100: Chemicals for the WTP/WRF

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Attached are the bid tabulation and the department/purchasing recommendation for the above referenced project. In accordance with the City of Stuart Code of Ordinances, you have authority to award solicitations where the funds for the project have been appropriated by the City Commission through the annual budgeting process and where the vendor was selected in accordance with the City Procurement Ordinance.

The subject bid was legally advertised in the Palm Beach Post and the Stuart News on July 20, 2018. The Procurement Office sent complete bid packages to seventeen (17) suggested vendors. This solicitation was disseminated by DemandStar on-line, who notified Two hundred and Sixty-one (261) interested vendors. Out of Thirty (30) planholders, seven (7) bids were received by 2:30 pm on the ITB opening date of August 8, 2018.

Fort Bend has been deemed non-responsive for failure to include their bid prices on the bid schedule. Therefore their signature does not attest to their pricing as submitted. Staff has checked references, reviewed the technical specifications for compliance, and thereby recommends award to the following firms:

<u>Item</u>	<u>Vendor</u>	<u>Chemical</u>	<u>Amount</u>
1	Allied Universal Corporation	Sodium Hypochlorite	\$62,280.00
	Odyssey Manufacturing Company	Sodium Hypochlorite as the secondary vendor	<b>\$66,000.00</b>
2	Tanner Industries, Inc.	Anhydrous Ammonia	\$14,052.50
3	Carus Corporation	Sodium Hexametphosphate	\$19,190.00
4	Hawkins, Inc.	Hydrofluorosilicic acid	\$ 8,070.00
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6	Hawkins, Inc.	Anionic Dry Polymer	\$ 6,110.00
7	Hawkins, Inc.	Cationic Liquid Polymer	\$18,218.20
		<b>Overall Total</b>	<b>\$130,626.70</b>

Please review the attached documentation and signify below your determination of award, request for further information or recommended rejection of all bids.

Should you have any questions or if I might be of further assistance please call me at ext. 5308 or contact me by email at [ldarden@ci.stuart.fl.us](mailto:ldarden@ci.stuart.fl.us).

- Award of ITB #2019-100: Chemicals for the WTP/WRF for the initial term of one (1) year effective October 1, 2018, with two (2) additional 1-year periods, to the lowest **responsive** and responsible bidders, on an as needed basis for an estimated annual total of \$130,626.70.
- Further information is required
- Recommend all bids be rejected

  
\_\_\_\_\_  
David Dyess, Interim City Manager

8-28-18  
Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/31/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh & McLennan Agency LLC 7225 Northland Dr N #300 Minneapolis MN 55428	<b>CONTACT NAME:</b> Haley Odorizzi <b>PHONE (A/C, No, Ext):</b> 763-746-8323 <b>E-MAIL ADDRESS:</b> haley.odorizzi@marshmma.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Hawkins, Inc. 2381 Rosegate Roseville, MN 55113	<b>INSURER A:</b> Nautilus Insurance Company <b>NAIC #</b> 17370	
	<b>INSURER B:</b> Aspen Speciality <b>NAIC #</b> 10717	
	<b>INSURER C:</b> AIG Specialty Insurance Company <b>NAIC #</b> 99999	
	<b>INSURER D:</b> Commerce & Industry Insurance Company <b>NAIC #</b> 19410	
	<b>INSURER E:</b> New Hampshire Insurance Company <b>NAIC #</b> 23841	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 693182227

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Products Poll GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			14246214	9/30/2017	9/30/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> MCS-90 <input checked="" type="checkbox"/> CA 9948			CA4784945	9/30/2017	9/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			14246215	9/30/2017	9/30/2018	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
E	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	14220495	9/30/2017	9/30/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A B	Pollution Liability			SSP201587910 EXAFVXW15	9/30/2015 9/30/2015	9/30/2018 9/30/2018	Total Limit 25,000,000 Occ 25,000,000 Agg

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

This insurance is issued pursuant to the Minnesota surplus lines insurance act. The insurer is an eligible surplus lines insurer but is not otherwise licensed by the State of Minnesota. In case of insolvency, payment of claims is not guaranteed. Companies A, B and C are subject to statutes and regulations of surplus lines carriers.

Project: ITB No. 2019-100 Chemicals for the WTP/WRF

The City of Stuart is included as Additional Insured as required by written contract or agreement limited to the General Liability coverage.

**CERTIFICATE HOLDER****CANCELLATION**

City of Stuart 121 SW Flagler Avenue Stuart FL 34994	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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City of Stuart  
121 SW Flagler Avenue  
Stuart, FL 34994  
Department of Financial Services

Lenora Darden  
Procurement Manager

Procurement & Contracting Services Division  
772.288.5320 PHONE

772.600.0134 FAX  
[purchasing@ci.stuart.fl.us](mailto:purchasing@ci.stuart.fl.us)

## INVITATION TO BID

FOR: CHEMICALS FOR THE WATER TREATMENT PLANT/WATER  
RECLAMATION FACILITY

DATE: July 20, 2018

DEPT: Public Works

BID NUMBER: 2019-100

### THIS IS NOT AN ORDER

Bids will be opened and publicly read aloud at City Hall, 121 S.W. Flagler Ave., Stuart, FL at **2:30 pm on Wednesday, the 8<sup>th</sup> day of August, 2018.** Bids must be SUBMITTED ON THE desired.

Please attach this completed form as the top sheet for all bids submitted. Bid bonds, if required, may be in the form of a Surety Bond, Cashier's Check or Certified Check (checks payable to The City of Stuart).

Bidder's Name	Raymond Pool
Company Name	Hawkins, Inc.
Street Address	2263 Clark Street
City, State, Zip	Apopka, FL 32703
Total Amount of Bid	\$ 35410.20

It is the intent and purpose of the City of Stuart that this Invitation to Bid promotes competitive bidding. It shall be the bidder's responsibility to advise the Procurement Division if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this Invitation to Bid to a single source. Such notification must be submitted in writing and must be received by the Procurement Division not later than seven (7) days prior to the bid opening date.

**Hand Deliver Mail/Express Bids to:**  
**Stuart City Hall**  
**Procurement & Contracting Services Office**  
**121 S.W. Flagler Avenue**  
**Stuart, Florida 34994**

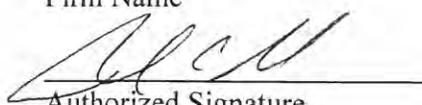
## **A1 INSTRUCTIONS TO BIDDER**

- A1.1 Each bidder shall furnish the information required on the bid schedule and each accompanying sheet thereof on which he makes an entry. Offers submitted on any other format are subject to disqualification.
- A1.2 All bids must be submitted in a sealed envelope plainly marked on the outside with the invitation to bid number, date and time of opening.**
- A1.3 All Bids Must Be Submitted in Triplicate. This includes specifically the bid cover page, the bid signature section (A2), any section on which annotations are required or exceptions are taken, the bid schedule (F), and any supporting documentation or literature being submitted with your bid.**
- A1.4 It is the bidder's responsibility to assure that Bids are received in the City of Stuart Procurement & Contracting Services Office, 121 SW Flagler Avenue, Stuart, Florida 34994, not later than **2:30 p.m., on the day and date shown above**. Any received after this date and time will not be accepted or considered, and will be retained unopened to the bidder. No telegraphic or facsimile offers will be considered.
- A1.5 Bids will be publicly opened and read aloud at the designated location at City Hall on the above appointed date at 2:30 p.m. or as soon as possible thereafter.
- A1.6 Bids may not be withdrawn for a period of 30 days after the public opening date.
- A1.7 Bidder's attention is specifically called to the terms and conditions of this solicitation.
- A1.8 Please check your prices before submitting your bid, as no change in prices will be allowed after the opening. All prices and notations must be in ink or typewritten. Be sure your bid is signed.
- A1.9 All items quoted must be in compliance with the specifications. Alternate bids will not be considered unless they are specifically called for in this solicitation.
- A1.10 Any actual or prospective bidder who protests the reasonableness, necessity or competitiveness of the terms and/or conditions of the invitation to bid, selection or award recommendation shall file such protest in writing to the Stuart City Manager with a copy to the City Procurement & Contracting Services Manager.
- A1.11 Questions relative to interpretation of specifications or the solicitation process shall be addressed to the Procurement Division at [purchasing@ci.stuart.fl.us](mailto:purchasing@ci.stuart.fl.us), in writing, in ample time before the period set for the receipt of bids. Any interpretations, clarifications or changes made will be in the form of written addenda issued by the Procurement Office. Oral answers will not be authoritative.
- A1.12 Bidders must register with DemandStar in order to receive all required documents and notification of addenda. Register for FREE at <http://www.onvia.com/demandstar-subscriptions>, "FREE AGENCY".

**A2 BID SIGNATURE SECTION**

- A2.1 This sheet must be signed by a person authorized to sign for your firm and returned with your bid. Failure to comply will result in disqualification of submittal.
- A2.2 Delivery shall be a factor in award. Failure to perform within delivery deadline(s) set forth in the specifications or any other contract document shall constitute default.
- A2.3 Section Not Used
- A2.4 The City reserves the right to reject any or all bids, without recourse, to waive technicalities or to accept the bid which in its sole judgment best serves the interest of the City. Cost of submittal of this bid is considered an operational cost of the bidder and shall not be passed on to or be borne by the City.
- A2.5 Goods, services, supplies or equipment covered in the specifications shall be delivered F.O.B. Destination.
- A2.6 The City may accept any item or group of items on any bid unless the offeror qualifies his bid by specific limitations.
- A2.7 Bidders are requested not to contact the City Commission, requesting/evaluating Departments or Divisions from the time of the issuance of the solicitation or advertisement until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, whichever is earlier. Any questions from bidders or evaluating Departments or Divisions will be answered through the Procurement Division.
- A2.8 If not bidding any or all items, please so state on Attachment E.
- A2.9 Bidders are expected to examine the specifications, delivery schedule, bid prices, extensions and all instructions pertaining to supplies and services. In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Bidder's total will be corrected accordingly. Bids having erasures or corrections must be initialed in ink by the Bidder.

**A2.10 Failure to comply with these instructions may result in disqualification of your bid.**

Hawkins, Inc.	8/6/2018	chuck.pool@hawkinsinc.com
_____	_____	_____
Firm Name	Date	Email Address
	800-330-1369	_____
Authorized Signature (Manual)	Telephone Number	
Raymond Pool, SE Regional Manager	800-524-9315	_____
Name/Title (Please Print)	Facsimile Number	

Any questions regarding this Invitation to Bid should be addressed to the Procurement & Contracting Services Office, City of Stuart, Florida. Contact Purchasing: Email: [purchasing@ci.stuart.fl.us](mailto:purchasing@ci.stuart.fl.us), and Fax # (772) 600-0134.



March 20, 2017

Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910  
Fax: (612) 331-5304

Ladies and Gentlemen:

As a Vice President of Hawkins, Inc., I hereby authorize Raymond C. Pool to sign any and all bid documents along with related materials for and on behalf of Hawkins, Inc.

Thank you.

Sincerely,

Thomas Keller  
Vice President, Water Treatment Group.



# City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994  
Department of Financial Services  
Procurement and Contracting Services Division

Lenora Darden, CPPB  
Procurement Manager  
[purchasing@ci.stuart.fl.us](mailto:purchasing@ci.stuart.fl.us)

Telephone (772) 288-5308  
Fax: (772) 600-0134  
[www.cityofstuart.us](http://www.cityofstuart.us)

Date: July 25, 2018  
To: Prospective Bidders  
Subject: **Addendum #1 to ITB# 2019-100, Chemicals for WTP/WRF**

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## ADDENDUM #1

The purpose of this addendum is to revise Item #2 Anhydrous Ammonia, unit of measure, from gallons to pounds. The revised bid schedule is attached.

### All other terms and conditions of this ITB remain unchanged.

This Addendum shall be considered an integral part of the ITB and Contract Documents and must be acknowledged, signed and returned with your submittal **by 2:30 p.m. on August 8, 2018**. Failure to comply will result in disqualification of your bid.

Lenora Darden, CPPB  
Procurement Manager  
City of Stuart, Florida

Acknowledgement is hereby made of Addendum #1 to ITB# 2019-100, Chemicals for WTP/WRF

Signature

Hawkins, Inc.

Firm

8/6/2018

Date

[chuck.pool@hawkinsinc.com](mailto:chuck.pool@hawkinsinc.com)

Email Address

### Technical Specifications

Item No.	Chemical Description	Physical Data	Individual Shipment Quantities	Compliance	Used at WTP WWTP
1	Liquid Sodium Hypochlorite	<p>Maximum use level for Sodium hypochlorite under NSF/ANSI Standard 60 - Maximum use in potable water is 84 mg/L for 12.5% bleach and 100 mg/L for 10.5% bleach Density 1.10-1.30, SpG (12%) 1.202</p> <p>Color: liquid=green-yellow</p> <p>Minimum strength of 120 grams per liter (12 trade percent by volume)</p> <p>Contaminant concentration limits:</p> <p>Iron &lt; 0.3 mg/L    Copper &lt; 0.3 mg/L</p> <p>Nickel: &lt; 0.3 mg/L    Chlorate: &lt; 2,500 mg/L</p> <p>Bromate &lt; 20 mg/L    Perchlorate &lt; 20 mg/L</p> <p>Suspended Solids Test Time &lt; 3 minutes</p> <p>The suspended solids in the sodium hypochlorite delivered under this contract shall be minimized and the shipments delivered shall achieve a filtration time of less than 3 minutes for 1,000 ml when applying the "Suspended Solids Quality Test for Bleach Using the Vacuum Filtration" Method co-developed by Dr. Bernard Bubnis of NovaChem.</p>	5,000 gallon combined deliveries, Tanker Truck	Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>No Bid</i>	WTP WWTP
2	Anhydrous Ammonia	<p>SpG 0.62 @ 60 F, pH+ 11.6 (1 N sol. In water) % volatile by volume: 100</p> <p>Solubility in water: 33% @ 68F</p> <p>Vapor density: 0.6 @ 32 F</p> <p>Metallurgical Grade Anhydrous Ammonia</p>	City owns a 1,000 gal tank, The average delivery size is 600 gals/3,000 lbs	Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>No Bid</i>	WTP
3	Hydrofluorosilicic Acid	<p>23 – 25% AWWA Standard B703-06</p> <p>No more than 0.020% heavy Metals (Mercury, Lead, Bismuth, and Copper expressed as Lead</p>	300 gallon deliveries, Tanker Truck	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WTP
4	Hydrochloric Acid 31.45% (muriatic acid)	<p>20 Baume, 31.45% active ingredients</p> <p>68.55% inert</p>	55 gallon drums, Flat-bed Truck (20 drums)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WTP
5	Sodium Hexametphosphate	<p>Contain not less than 60% phosphorus pentoxide, 26.2 phosphorus, or 80.4% phosphate on an as-is basis, pH of 1% solution 5.7 – 7.3</p> <p>The typical order size will be one (1) pallet of 50 bags (50 lbs each).</p>	50 pound multi-walled, moisture proof bags, Enclosed Truck with lift-gate	Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>No Bid</i>	WTP
6	Anionic Dry Polymer with a 30 positive charge	<p>FBS 730: Anionic polymer is used in the Water Treatment Plant to settle out suspended matter in the raw water.</p> <p>Polymer concentration must be ≥ 80% - ≤ 90%</p>	50 pound multi-walled, moisture proof bags, Enclosed Truck with lift-gate 500 lbs per order	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WTP
7	Cationic Liquid Polymer	<p>FBS 7602: The cationic liquid polymer at the Water Reclamation Facility is used for sludge dewatering with a belt press, price per gallon sold in 55 gallon containers @ 42% active content</p>	55 gallon drums, Flat-bed Truck with lift-gate	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WWTP

Company Name: Hawkins, Inc.

Date: 8/6/201

F. **REVISED BID SCHEDULE:** In accordance with the terms, conditions and specifications, the undersigned bidder hereby submits the following prices for supplying The City of Stuart with the goods and/or services called for in Bid #2019-100.

Item No.	Description	Estimated Quantity	Unit of Measure	Unit Price	Annual Price
1	Liquid Sodium Hypochlorite	120,000	GAL	\$ 0.00	\$ 0.00
2	Anhydrous Ammonia	18,250	LB	\$ 0.00	\$ 0.00
3	Hydrofluorosilicic Acid	3,000	GAL	\$ 2.69	\$ 8070.00
4	Hydrochloric Acid 31.45%	1,100	GAL	\$ 2.46	\$ 2706.00
5	Sodium Hexametaphosphate	19,000	LB	\$ 0.00	\$ 0.00
6	Polymer, anionic-granular	2,600	LB	\$ 2.35	\$ 6110.00
7	Polymer, cationic liquid	1,430	GAL	\$ 12.74	\$ 18218.20
Item(s) #: <u>3, 4, 6, 7</u> - Overall Total for all items that apply					\$ 35104.20
<b>F.O.B. Destination: # <u>72</u> Hours for Delivery after receipt of order (ARO), if less than 72 hours</b>					
Preferred method of payment is by the City Purchasing Card (VISA). <b>DO YOU ACCEPT THE PURCHASING CARD (VISA)?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
<i>The City of Stuart offers bidders who commit to accepting the Purchasing Card, noted above in the Bid Schedule as payment method, a one percent (1%) reduction in their bid price for evaluation purposes only. When evaluating prices submitted by bidders in response to this solicitation, the total offered price of a bidder committed to accepting the Purchasing Card will be reduced by one percent, the resulting number is then compared to the other bidders' offered price. If the committed bidder is awarded the contract, the award will be at the originally bid price. City shall not pay any service charges or fees for Pcard transactions.</i>					
If you are not the successful bidder awarded as primary provider, would you accept serving as the secondary (backup) provider, with the same terms as conditions as your bid? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
Is Bidder offering the above product as specified? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
If No, bidder is to indicate their equivalent below and attach product literature.					
Item #: 6	Product Aqua Hawk 79207	Item #:	Product		
Item #: 7	Product Aqua Hawk 7858	Item #:	Product		

Company Name: Hawkins, Inc.

Date: 8/6/2018

All Prices will remain firm for a period of forty-five (45) days from the date of Bid opening.

The undersigned bidder has not divulged to, discussed with, or compared this bid with the other bidders, and has not colluded with any other bidder or parties to a bid whatsoever. Further, the undersigned guarantees the truth and accuracy of all statements and answers contained in this invitation.

The undersigned bidder hereby certifies that the invitation to bid has not been altered in any manner; and that bidder has received all the Addenda listed below and has incorporated them into his Bid listed herein. Failure to acknowledge the above requirements will render the bid non-responsive and no further evaluation of the bid will occur.

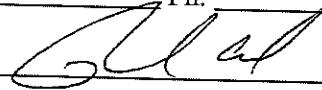
ACKNOWLEDGEMENT IS HEREBY MADE OF RECEIPT OF ADDENDA ISSUED DURING THE SOLICITATION PERIOD:

ADDENDUM # 1 THROUGH ADDENDA # \_\_\_\_\_

Company Name: Hawkins, Inc. Date: 8/6/2018

Name of individual submitting Bid: Raymond Pool, SE Regional Manage

Email address: chuck.pool@hawkinsinc.com Ph: 800-330-1369

AUTHORIZED SIGNATURE: 



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/2/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 7225 Northland Dr N #300 Minneapolis MN 55428	CONTACT NAME: Haley Odorizzi	
	PHONE (A/C, No, Ext): 763-746-8323	FAX (A/C, No):
	E-MAIL ADDRESS: haley.odorizzi@marshmma.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Nautilus Insurance Company		17370
INSURER B : Aspen Speciality		10717
INSURER C : AIG Speciality Insurance Company		99999
INSURER D : Commerce & Industry Insurance Company		19410
INSURER E : New Hampshire Insurance Company		23841
INSURER F :		

INSURED	HAWKIINC	
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PRODUCER	Hawkins, Inc. 2381 Rosegate Roseville, MN 55113
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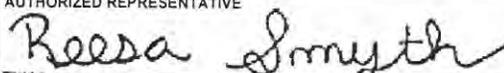
COVERAGES      CERTIFICATE NUMBER: 1336926207      REVISION NUMBER:

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Products Poll GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			14246214	9/30/2017	9/30/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> MCS-90 <input checked="" type="checkbox"/> CA 9948			CA4784945	9/30/2017	9/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			14246215	9/30/2017	9/30/2018	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	14220495	9/30/2017	9/30/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A B	Pollution Liability			SSP201587910 EXAFVXW15	9/30/2015 9/30/2015	9/30/2018 9/30/2018	Total Limit 25,000,000 Occ 25,000,000 Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This insurance is issued pursuant to the Minnesota surplus lines insurance act. The insurer is an eligible surplus lines insurer but is not otherwise licensed by the State of Minnesota. In case of insolvency, payment of claims is not guaranteed. Companies A, B and C are subject to statutes and regulations of surplus lines carriers.

CERTIFICATE HOLDER      CANCELLATION

For Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ATTACHMENT B

**QUALIFICATION OF BIDDERS INFORMATION/QUESTIONNAIRE**

THIS IS A FILLABLE FORM

**Part A - Qualifications Questionnaire**

Information provided shall fully explain the firm's qualifications and experience of their Organization to provide chemicals for the City as stated below: **(Bidders may attach additional sheets, if necessary).**

Provide supporting documentation that Bidder is an authorized agent, dealer, seller, or distributor for the sale and distribution of product. Is supporting documentation included?

Yes  No

**Part B – Other Information**

1. Contractor to provide details of delivery of chemical. Upon Request
2. Provide office hours and contact information of staff responsible for coordination of services. Monday through Friday basis from (7:00 a.m. through 3:00 p.m.)  
See Attached Letter
3. Please provide 24-hour Emergency Contact Information if different than above:  
See Attached Letter
4. Number of year's organization has been in business. 60 + yrs
5. Have you any similar work in progress at this time? Yes  No
6. Submission of quality control program: Yes  No
7. Submission of Safety program: Yes  No

Company Name Hawkins, Inc.

## ATTACHMENT C

### REFERENCES

Provide three (3) satisfactory references within the past five (5) years of similar complexity, nature, and size of this project.

#### #1 REFERENCE

Company/Entity Name: City of Deltona
Address 255 Enterprise
City Deltona , State FL Zip Code 32735
Contact Name: Shane Chroney Title: Chief Operator
Phone No:( 386 ) 871 - 7432 Fax:( ) - Email:
Delivery Date: Misc & ongoing Location Miscellaneous
Type of Product Supplied Misc. Water Treatment Chemicals
Governmental or Private Governmental Dollar Value of Contract \$

#### #2 REFERENCES

Company/Entity Name: Desoto County
Address 201 E. Oak Street
City Coral Springs , State FL Zip Code 34266
Contact Name: Eddie Miller Title: Utilities Director
Phone No:( 863 ) 491 - 7500 Fax:( ) - Email: e.miller@desotobocc.com
Delivery Date: misc & ongoing Location miscellaneous
Type of Product Supplied Misc Water & Wastewater Treatment Chemicals
Governmental or Private Governmental Dollar Value of Contract \$

#### #3 REFERENCES

Company/Entity Name: Coral Springs Improvement District
Address 10300 N.W. 11th Manor
City Coral Springs , State FL Zip Code 33071
Contact Name: Joe Stephens Title: Chief Operator
Phone No:( 954 ) 796 - 6665 Fax:( ) - Email: joes@fladistricts.com
Delivery Date: misc & ongoing Location Miscellaneous
Type of Product Supplied Misc water & wastewater Treatment Chemicals
Governmental or Private Private Dollar Value of Contract \$

Company Name Hawkins, Inc.

**ATTACHMENT D**

**BIDDERS CHECKLIST**

This checklist is provided to assist each Bidder in the preparation of their bid response. Included in this checklist are important requirements, which is the responsibility of each Bidder to submit with their response in order to make their response fully compliant. This checklist is only a guideline~ it is the responsibility of each Bidder to read and comply with the Invitation to Bid in its entirety.

Is Bid envelope marked accordingly?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is Invitation to Bid cover page (page 1) completed, signed and attached?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is copy of bidder's valid Business Tax Receipt submitted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is Bid Schedule Form completed, signed and attached?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is safety report and Quality program included?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is bid submitted in triplicate (one original, two copies) ?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Bidder must submit proof that their firm name is registered. with their State of origin	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is proof of insurance included?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is minimum Qualification of Bidders/Questionnaire information included?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are Submittal Forms completed and enclosed?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is MSDS or COA submitted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are addendum (if any issued) signed and submitted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Submit a copy of all Licenses, Certificates, or Registrations, held by Bidder	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is the Request for Information form completed, signed and attached including W-9?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
All prices have been reviewed for mathematical accuracy, all price corrections initialed, and all price extensions and totals thoroughly checked.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Company Name Hawkins, Inc.



**ATTACHMENT F**  
**REQUEST FOR INFORMATION**  
**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER**  
**SUBMIT WITH IRS FORM W-9**

Dear Vendor:

Federal Income Tax Law requires a Form 1099 with a valid taxpayer identification number to be filed for payments made in the course of conducting a trade or business. Further, these payments may be subject to Backup Federal Income Tax Withholding for all payees who have not submitted a correct Federal Tax Identification Number at the time of payment.

Please read this form and complete the information thereon before signing and **returning with a copy of your IRS W9 Form**. If you are a corporation, we will not issue you a Form 1099 (Reference: 1.6401-3(c)). However, kindly return this form to document your corporate status.

In order to avoid the possibility of future payments being held subject to Backup Withholding at a rate of 31%, please complete the form printed below and return this letter to the above address or E-mail request to: CityAccountsPayable@ci.stuart.fl.us

**VENDOR NAME** Hawkins, Inc.

**DBA:** \_\_\_\_\_

**CORPORATE ADDRESS:** 2381 Rosegate

**CITY:** Roseville **STATE:** MN **ZIP:** 55113

**TELEPHONE:** (800) 330-1369 **FAX:** (800) 524-9315 **ALTERNATE PHONE:** ( )

**COMPANY CONTACT NAME:** Raymond Pool **EMAIL ADDRESS:** chuck.pool@hawkinsinc.com

**TYPE OF CERTIFICATION**

- |                                  |                                 |                                          |
|----------------------------------|---------------------------------|------------------------------------------|
| 1. <input type="checkbox"/> MBE  | 3. <input type="checkbox"/> SBA | 5. <input type="checkbox"/> DVBE         |
| 2. <input type="checkbox"/> MWBE | 4. <input type="checkbox"/> SDB | 6. <input type="checkbox"/> Other: _____ |

*"THE ABOVE INFORMATION WILL BE USED FOR PURCHASE ORDERS"*

**REMIT TO ADDRESS:** P.O. Box 860263

**CITY:** Minneapolis **STATE:** MN **ZIP:** 55486-0263

**TELEPHONE:** (800) 328-5460 **FAX:** (612) 225-6705 **ALTERNATE PHONE:** ( )

**COMPANY CONTACT NAME:** Credit Department **EMAIL ADDRESS:** credit.dept@hawkinsinc.com

**TYPE OF ORGANIZATION**

- |                                                    |                                             |                                               |
|----------------------------------------------------|---------------------------------------------|-----------------------------------------------|
| 1. <input checked="" type="checkbox"/> Corporation | 3. <input type="checkbox"/> Sole Proprietor | 5. <input type="checkbox"/> Government Agency |
| 2. <input type="checkbox"/> Partnership            | 4. <input type="checkbox"/> Individual      | 6. <input type="checkbox"/> Other: _____      |

**1099 REPORTING STATUS (Check One):**  Yes  No

**TAXPAYER IDENTIFICATION NUMBER:**

Employer Identification Number: 41 - 0771293

Print name of Taxpayer if using SS#: N/A

**Under penalties of perjury, I certify that this statement is accurate and complete.**

Signature: [Signature] Title: SE Regional Manager

Date: 8/6/2018 Phone: (800) 330-1369

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Hawkins, Inc</b>		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____		<input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
	5 Address (number, street, and apt. or suite no.) <b>2381 Rosegate</b>		Requester's name and address (optional)
	6 City, state, and ZIP code <b>Roseville, MN 55113</b>		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**

			-			-			
--	--	--	---	--	--	---	--	--	--

or

**Employer identification number**

4	1	-	0	7	7	1	2	9	3
---	---	---	---	---	---	---	---	---	---

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**    Signature of U.S. person ▶ *Paul J. ...*    Date ▶ 8/1/2018

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/av9](http://www.irs.gov/av9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

3502 WHOLESALE 2018 EXPIRES 9/30/2019 3502-1097494  
\$30.00 4 EMPLOYEES ;

TOTAL TAX \$30.00  
PREVIOUSLY PAID \$30.00  
TOTAL DUE \$0.00

HAWKINS INC

DUMONT COMPANY THE  
HAWKINS INC  
2381 ROSEGATE  
ROSEVILLE MN 55113

2283 CLARK ST  
U - APOPKA, 32703

PAID: \$30.00 0098-00828720 7/10/2018

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

3502 WHOLESALE 2018 EXPIRES 9/30/2019 3502-1097494  
\$30.00 4 EMPLOYEES ;

TOTAL TAX \$30.00  
PREVIOUSLY PAID \$30.00  
TOTAL DUE \$0.00



HAWKINS INC

DUMONT COMPANY THE  
HAWKINS INC  
2381 ROSEGATE  
ROSEVILLE MN 55113

2283 CLARK ST  
U - APOPKA, 32703

PAID: \$30.00 0098-00828720 7/10/2018

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

# *State of Florida*

## *Department of State*

I certify from the records of this office that HAWKINS WATER TREATMENT GROUP, INC. is a Minnesota corporation authorized to transact business in the State of Florida, qualified on October 20, 2014.

The document number of this corporation is F14000004437.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 9, 2018, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Ninth day of January, 2018*



*Ken DeFries*  
*Secretary of State*

Tracking Number: CC0886673223

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**COVER LETTER**

**TO:** New Filing Section  
Division of Corporations

**SUBJECT:** Hawkins, Inc.

Name of corporation - must include suffix

Dear Sir or Madam:

The enclosed "Application by Foreign Corporation for Authorization to Transact Business in Florida," "Certificate of Existence," or "Certificate of Good Standing" and check are submitted to register the above referenced foreign corporation to transact business in Florida.

Please return all correspondence concerning this matter to the following:

Britta Retterer

Name of Person

Hawkins, Inc.

Firm/Company

2381 Rosegate

Address

Roseville, MN 55113

City/State and Zip code

britta.retterer@hawkinsinc.com

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Britta Retterer

Name of Person

at ( 612 ) 617-8563

Area Code & Daytime Telephone Number

**STREET/COURIER ADDRESS:**

New Filing Section  
Division of Corporations  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, FL 32301

**MAILING ADDRESS:**

New Filing Section  
Division of Corporations  
P.O. Box 6327  
Tallahassee, FL 32314

Enclosed is a check for the following amount:

\$70.00 Filing Fee

\$78.75 Filing Fee &  
Certificate of Status

\$78.75 Filing Fee &  
Certified Copy

\$87.50 Filing Fee,  
Certificate of Status &  
Certified Copy

Mailed 10/20/11

APPLICATION BY FOREIGN CORPORATION FOR AUTHORIZATION TO TRANSACT  
BUSINESS IN FLORIDA

IN COMPLIANCE WITH SECTION 607.1503, FLORIDA STATUTES, THE FOLLOWING IS SUBMITTED TO  
REGISTER A FOREIGN CORPORATION TO TRANSACT BUSINESS IN THE STATE OF FLORIDA.

1. Hawkins, Inc.

(Enter name of corporation; must include "INCORPORATED," "COMPANY," "CORPORATION,"  
"Inc.," "Co.," "Corp.," "In.," "Co.," or "Corp.")

Hawkins Water Treatment Group, Inc.

(If name unavailable in Florida, enter alternate corporate name adopted for the purpose of transacting business in Florida)

2. Minnesota

(State or country under the law of which it is incorporated)

3. 41-0771293

(FEI number, if applicable)

4. 12/30/1955

(Date of Incorporation)

5. perpetual

(Duration: Year corp. will cease to exist or "perpetual")

6. \_\_\_\_\_

(Date first transacted business in Florida, if prior to registration)  
(SEE SECTIONS 607.1501 & 607.1502, F.S., to determine penalty liability)

7. 2381 Rosegate, Roseville, MN 55113

(Principal office address)

2381 Rosegate, Roseville, MN 55113

(Current mailing address)

8. Name and street address of Florida registered agent: (P.O. Box NOT acceptable)

Name: National Registered Agents, Inc.

Office Address: 1200 South Pine Island Road

Plantation

(City)

, Florida 33324

(Zip code)

9. Registered agent's acceptance:

*Having been named as registered agent and to accept service of process for the above stated corporation at the place designated in this application, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.*

Michele Miller

(Registered agent's signature)

Michele Miller  
Assistant Secretary

10. Attached is a certificate of existence duly authenticated, not more than 90 days prior to delivery of this application to the Department of State, by the Secretary of State or other official having custody of corporate records in the jurisdiction under the law of which it is incorporated.

11. Names and business addresses of officers and/or directors:

**A. DIRECTORS**

Chairman: John Mckeon  
Address: 2381 Rosegate, Roseville, MN 55113

Vice Chairman: \_\_\_\_\_  
Address: \_\_\_\_\_

Director: Daryl Skaar  
Address: 2381 Rosegate, Roseville, MN 55113

Director: Duane Jergenson  
Address: 2381 Rosegate, Roseville, MN 55113

**B. OFFICERS**

President: Patrick Hawkins  
Address: 2381 Rosegate, Roseville, MN 55113

Vice President: Thomas Keller  
Address: 2381 Rosegate, Roseville, MN 55113

Secretary: Richard Erstad  
Address: 2381 Rosegate, Roseville, MN 55113

Treasurer: Kathleen Pepski  
Address: 2381 Rosegate, Roseville, MN 55113

NOTE: If necessary, you may attach an addendum to the application listing additional officers and/or directors.

12. \_\_\_\_\_  
Signature of Director or Officer

The officer or director signing this document (and who is listed in number 12 above) affirms that the facts stated herein are true and that he or she is aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S.

13. Richard Erstad Vice President, General Counsel & Secretary  
(Typed or printed name and capacity of person signing application)

**11.**

**A. Directors**

Director: James Faulconbridge  
Address: 2381 Rosegate, Roseville, MN 55113

Director: James Thompson  
Address: 2381 Rosegate, Roseville, MN 55113

Director: Jeffery Wright  
Address: 2381 Rosegate, Roseville, MN 55113

Director: Mary Schumacher  
Address: 2381 Rosegate, Roseville, MN 55113

Director: Patrick Hawkins  
Address: 2381 Rosegate, Roseville, MN 55113

**B. Officers**

Vice President: John Sevenich  
Address: 2381 Rosegate, Roseville, MN 55113

Vice President: Steven Matthews  
Address: 2381 Rosegate, Roseville, MN 55113

Vice President: Theresa Moran  
Address: 2381 Rosegate, Roseville, MN 55113

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FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS

**RESOLUTION OF THE BOARD OF DIRECTORS TO ADOPT AN  
ALTERNATE NAME FOR USE IN FLORIDA**

(Pursuant to section 607.1506 or 617.1506, F.S.)

(Please print or type)

I, the undersigned Richard Erstad, do hereby certify  
(Name)

that this Resolution of the Board of Directors of \_\_\_\_\_  
Hawkins, Inc.  
(Name of Corporation)

a corporation duly organized and existing under the laws of Minnesota,  
(State or Country)

was adopted on September 25, 2014, adopting the alternate  
name of Hawkins Water Treatment Group, Inc.  
(Alternate Name) NOTE: Must contain a corporate suffix)

for use in Florida as its real name is unavailable in Florida.

Date: 9/26/14

[Signature]  
Signature of Chairman, Vice-Chairman of the Board, a  
director or any officer

Vice President, General Counsel & Secretary  
Title of person signing

FILING FEE \$35

(No fee required if submitted with a foreign not for profit qualification or amendment)

Make checks payable to Florida Department of State and mail to:

Division of Corporations  
P.O. Box 6327  
Tallahassee, FL 32314

Office of the Minnesota Secretary of State  
Certificate of Good Standing

I, Mark Ritchie, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Hawkins, Inc.
Date Filed:	12/30/1955
File Number:	Q-420
Minnesota Statutes, Chapter:	302A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 10/08/2014



*Mark Ritchie*

Mark Ritchie  
Secretary of State  
State of Minnesota



August 6, 2018

**City of Stuart**

**RE: ITB #2019-100  
Chemicals – WTP/WRF**

**Subject: 24-hour access phone number/Technical Support**

In response to the above referenced specification, Hawkins, Inc. has technical support in place to assure then City of Stuart that we are more than qualified to support the City by phone and/or visit upon request.

Normal hours for Operation are as follows:

- Monday through Friday: 7:30am to 4:30pm

In addition, our 800 number (800-330-1369) is answered 24/7 by a “real person” answering service during off hours/holidays which enables them to get in touch with someone from our management team within minutes to handle technical and safety concerns.

Per your request, the following is a list of ten (10) personnel consisting of General Management Personnel, Chemists, Engineers & Certified Safety & Spill Response Personnel:

1. Chuck Pool, SE Regional Manager, Hawkins, Inc. – Cell #605-310-3325
2. Russell Burton, Sales, Hawkins, Inc. – Cell #850-712-3670
3. Tom Tedrick, Sales Rep., Hawkins, Inc. – Cell #386-837-9466
4. Doug Pegel, Branch Manager-Apopka, Hawkins, Inc. – Cell #407-221-6570
5. Eddie Norton, Operations Manager, Hawkins, Inc. – Cell #407-709-5291
6. Brandon Rice, Customer Service Manager, Hawkins, Inc. – Cell #816-351-1677
7. Erica Latker, Application Engineer, Hawkins, Inc. – Cell #954-397-9799
8. David Rivers, Regulatory Consultant, Rivers Resources - Cell #813-433-4979

If you need additional information, please feel free to contact us.

Respectfully,

Raymond Pool  
SE Region Manager



Affidavit of Compliance

City of Stuart

Bid: ITB #2019-100  
Chemicals WTP/WRF

This is to certify the proposal for the above referenced bid offered and furnished by Hawkins, Inc. is in complete compliance of all applicable requirements as referenced in the specifications.

If you have any additional questions, please feel free to contact me.

Raymond C. Pool  
SE Region Manager

Sworn to & Subscribed before me this 6th day of August 2018.

Marcia Stivanson  
Notary Public, State of Florida



MARCIAA. STIVANSON  
MY COMMISSION # FF 980804  
EXPIRES: April 20, 2020  
Banded thru Budget Notary Services

# NSF International

RECOGNIZES

Hawkins, Inc.

Minneapolis, MN

AS COMPLYING WITH NSF/ANSI 60 AND ALL APPLICABLE REQUIREMENTS.  
PRODUCTS APPEARING IN THE NSF OFFICIAL LISTING ARE  
AUTHORIZED TO BEAR THE NSF MARK.



Certification Program  
Accredited by the  
American National  
Standards Institute



Certification Program  
Accredited by the  
Standards Council  
of Canada

This certificate is the property of NSF International and must be returned upon request. For the most current and complete information, please access NSF's website ([www.nsf.org](http://www.nsf.org))

A handwritten signature in black ink, appearing to read "David Purkiss".

January 16, 2013  
Certificate# 21510 - 03

David Purkiss, General Manager, Water Systems  
Water Distribution Systems

# HFS 2300 Tech Sheet

## Hydrofluosilicic Acid Fluorosilicic Acid



- ANSI/NSF Standard 60 Certified
- Conforms to AWWA Std B703-00

- Consistent 23% Solution
- Low in Arsenic and Heavy Metals

### Usage

HFS 2300 is used for fluoridation of drinking water. It is a crystal clear product that is manufactured consistently as a 23% solution. Since it is a manufactured product, it is very low in Arsenic and Heavy Metals. This makes it a good choice as a source of fluoride, since you are minimizing the addition of other undesirable elements to your system.

### Description

Appearance	Clear liquid
% H <sub>2</sub> SiF <sub>6</sub>	23%
Specific Gravity	1.19 - 1.22
pH	<2.0
As, %	0.0005 max
Heavy Metals, % as Pb	0.01 max

### Application

This product should be applied using a metering pump and can be fed neat from the storage vessel without dilution. A day tank is required in most jurisdictions. Optimum dosage is 1 ppm as fluoride (F).

### Handling

HFS 2300 is a corrosive and hazardous product but does not have a reportable spill quantity. Refer to UN1778 of the DOT guidelines. Avoid contact with skin or eyes and wash affected areas with water if contact is made. Refer to the MSDS for more detailed instructions.

### Shipping

HFS 2300 is packaged in drums and totes as well as in bulk tanker loads and smaller through our Mini-Bulk service. Packaging should be non-metallic and non-glass.

### Customer Service

Hawkins can provide a complete chemical feed program to meet your water quality needs including equipment and set up. We deliver all chemicals used for drinking water systems and most are available through our Mini-Bulk service. For complete details on all of our products and services, please contact:

Hawkins South East Distribution Center  
(800)330-1369

The information provided has been obtained from sources believed to be reliable and is accurate to the best of our knowledge. Government regulations and standards change without notice. Further, handling and use of the product is beyond our control. Hawkins provides no warranties, either expressed or implied, and assumes no responsibility for the accuracy or completeness of the data contained herein. This information is offered for your consideration and investigation. You should satisfy yourself that you have all current data relevant to your particular use.



**A HAWKINS COMPANY**

**GENERIC CERTIFICATE OF ANALYSIS**

Trade Name: HFS2300  
Chemical Name: Hydrofluosilicic Acid, 23% solution

Lot #: 021216

Manufactured by: **Hawkins Distribution Center**

PROPERTY	SPECIFIED	TYPICAL
Certified to ANSI/NSF Std 60		Pass
Appearance	Clear, water white liquid	Pass
Assay, % H <sub>2</sub> SiF <sub>6</sub>	22.0-24.0%	23.1
HF, %	1.0 max	0.385
Specific Gravity	1.18-1.22	1.20
Heavy Metals, % as Pb	0.0002 max	0.00006
As, %	0.0002 max	0.00006

I certify that all tests as stipulated in the required specifications were performed in accordance with approved test methods and that the results as reported are true, correct and within specified limits.

Mike Hilinski/Joe Sarrubbo  
Technician

**Hawkins, Inc.**  
**2263 Clark St., Apopka, FL 32703**  
**800-330-1369 FAX: 800-524-9315**



# SAFETY DATA SHEET

Version 1

## 1. Identification of the Substance / Preparation and of the Company / Undertaking

**Product Name:** Hydrofluosilicic Acid 23%  
**UN/ID No** UN1778  
**Synonyms:** Silicate (2-) Hexafluoro-dehydrogen, Hydrofluorosilicic Acid, Fluosilicic Acid, HFS, FSA  
**Formula:**  $H_2SiF_6$   
**Company Name:**  
Hawkins, Inc., 2381 Rosegate, Roseville, MN 55113 (612-331-6910)

**Emergency Telephone:**  
CHEMTREC (US): 1-800-424-9300

## 2. Hazards Identification

### GHS - Classification

Acute toxicity - Oral	Category 3
Skin corrosion/irritation	Category 1 Category 1B
Serious eye damage/eye irritation	Category 1
Chronic aquatic toxicity	Category 3



**Signal Word:** Danger

**Hazard Statements:**

- Toxic if swallowed
- Causes severe skin burns and eye damage
- Harmful to aquatic life with long lasting effects

**Physical Hazards**

Corrosive to metals	Category 1
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- May be corrosive to metals



**Precautionary Statements:**

## 42894 Hydrofluosilicic Acid 23%

- Do not eat, drink or smoke when using this product
- IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician
- Rinse mouth
- Do not breathe dust/fume/gas/mist/vapors/spray
- Wash face, hands and any exposed skin thoroughly after handling
- IF SWALLOWED: Rinse mouth. Do NOT induce vomiting
- IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower
- Wash contaminated clothing before reuse
- IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing
- Store locked up
- Wear protective gloves/protective clothing/eye protection/face protection
- IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing
- Immediately call a POISON CENTER or doctor/physician
- Avoid release to the environment
- Dispose of contents/ container to an approved waste disposal plant
- Immerse in cool water/wrap in wet bandages
- Absorb spillage to prevent material damage
- Store in corrosive resistant aluminum container with a resistant inliner

### 3. Composition / Information on Ingredients

#### Hazardous

Chemical Name	CAS No	Weight-%	EC No
Fluorosilicic acid	16961-83-4	23	241-034-8
Hydrogen fluoride	7664-39-3	<1	231-634-8

#### Non-Hazardous

Chemical Name	CAS No	Weight-%	EC No
Water	7732-18-5	Balance	231-791-2

### 4. First Aid Measures

- General Advice:** Immediate medical attention is required.
- Eye Contact:** Keep eye wide open while rinsing. Immediate medical attention is required. Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Do not rub affected area.
- Skin Contact:** Immediate medical attention is required. Wash off immediately with soap and plenty of water while removing all contaminated clothes and shoes.
- Inhalation:** Move to fresh air. Call a physician or poison control center immediately. If not breathing, give artificial respiration. If breathing is difficult, give oxygen.
- Ingestion:** Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Drink plenty of water. Immediate medical attention is required. Remove from exposure, lie down. Clean mouth with water and drink afterwards plenty of water. Call a physician or poison control center immediately.
- Note to Physicians:** Product is a corrosive material. Use of gastric lavage or emesis is contraindicated. Possible perforation of stomach or esophagus should be investigated. Do not give chemical antidotes. Asphyxia from glottal edema may occur. Marked decrease in blood pressure may occur with moist rales, frothy sputum, and high pulse pressure. Treat symptomatically.
- Self-protection of the First Aider:** Use personal protective equipment as required. Avoid contact with skin, eyes or clothing.

### 5. Fire-fighting Measures

#### Flammable Properties:

Not considered to be a fire hazard

**42894 Hydrofluosilicic Acid 23%**

**Explosive Properties:**

Not considered to be an explosion hazard

**Suitable Extinguishing Media:**

Use extinguishing measures that are appropriate to local circumstances and the surrounding environment

**Unsuitable Extinguishing Media:**

No information available

**Specific Hazards Arising from the Chemical:**

The product causes burns of eyes, skin and mucous membranes, Thermal decomposition can lead to release of irritating and toxic gases and vapors, In the event of fire and/or explosion do not breathe fumes

**Protective Equipment and Precautions for Firefighters:**

In the event of a fire, wear full protective clothing and MSHA/NIOSH (approved or equivalent) self-contained breathing apparatus with full facepiece operated in the pressure-demand or other positive pressure mode

**6. Accidental Release Measures**

<b>Personal Precautions:</b>	Use personal protective equipment as required. Evacuate personnel to safe areas. Avoid contact with skin, eyes or clothing. Keep people away from and upwind of spill/leak.
<b>Environmental Precautions:</b>	Do not allow into any sewer, on the ground or into any body of water. Should not be released into the environment. Prevent further leakage or spillage if safe to do so. Prevent product from entering drains.
<b>Methods for Containment:</b>	Prevent further leakage or spillage if safe to do so. Cover powder spill with plastic sheet or tarp to minimize spreading. Dike far ahead of liquid spill for later disposal.
<b>Methods for Cleaning Up:</b>	Dike far ahead of liquid spill for later disposal. Soak up with inert absorbent material. Take up mechanically, placing in appropriate containers for disposal. Clean contaminated surface thoroughly. Prevent product from entering drains. Dam up. After cleaning, flush away traces with water.
<b>Other Information:</b>	Not applicable.

**7. Handling and Storage**

<b>Advice on Safe Handling:</b>	Use personal protective equipment as required. Avoid contact with skin, eyes or clothing. Use only with adequate ventilation. In case of insufficient ventilation, wear suitable respiratory equipment. Use only with adequate ventilation and in closed systems.
<b>Storage Conditions:</b>	Keep container tightly closed in a dry and well-ventilated place. Keep out of the reach of children. Keep containers tightly closed in a dry, cool and well-ventilated place. Keep in properly labeled containers.
<b>Incompatible Materials:</b>	Strong acids and bases; Oxidizing agents

**8. Exposure Controls / Personal Protection**

Chemical Name	ACGIH TLV	OSHA PEL	Ontario TWA			
Fluorosilicic acid	TWA: 2.5 mg/m <sup>3</sup> F	TWA: 2.5 mg/m <sup>3</sup> F (vacated) TWA: 2.5 mg/m <sup>3</sup>	TWA: 2.5 mg/m <sup>3</sup>			
Hydrogen fluoride	TWA: 0.5 ppm F TWA: 2.5 mg/m <sup>3</sup> F S* Ceiling: 2 ppm F	3 ppm TWA 6 ppm STEL as F	TWA: 0.5 ppm TWA: 2.5 mg/m <sup>3</sup> CEV: 2 ppm Skin			
Chemical Name	European Union	China	Japan	Korea	Australia	Taiwan
Fluorosilicic acid	TWA 2.5 mg/m <sup>3</sup>	TWA: 2 mg/m <sup>3</sup> STEL: 5 mg/m <sup>3</sup>		TWA: 2.5 mg/m <sup>3</sup>	2.5 mg/m <sup>3</sup>	TWA: 2.5 mg/m <sup>3</sup>

42894 Hydrofluosilicic Acid 23%

Hydrogen fluoride	TWA 1.8 ppm TWA 1.5 mg/m <sup>3</sup> STEL 3 ppm STEL 2.5 mg/m <sup>3</sup>	TWA: 2 mg/m <sup>3</sup> STEL: 5 mg/m <sup>3</sup> Ceiling: 2 mg/m <sup>3</sup> Ceiling	Ceiling: 3 ppm Ceiling: 2.5 mg/m <sup>3</sup> ISHL/ACL: 0.5 ppm	Ceiling: 3 ppm Ceiling: 2.5 mg/m <sup>3</sup> TWA: 0.5 ppm TWA: 2.5 mg/m <sup>3</sup>	2.5 mg/m <sup>3</sup> 3 ppm Peak 2.6 mg/m <sup>3</sup> Peak	TWA: 3 ppm TWA: 2.6 mg/m <sup>3</sup> TWA: 2.5 mg/m <sup>3</sup>
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**Exposure Guidelines** Vacated limits revoked by the Court of Appeals decision in AFL-CIO v. OSHA, 965 F.2d 962 (11th Cir., 1992)

**Engineering Controls:** Ensure adequate ventilation, especially in confined areas

**Personal protective equipment (PPE)**

**Eye/Face Protection:** Tight sealing safety goggles. Face protection shield.  
**Body Protection:** Gloves made of plastic or rubber. Suitable protective clothing. Rubber boots. Wear impervious protective clothing, including boots, gloves, lab coat, apron or coveralls, as appropriate, to prevent skin contact. Wear chemical resistant clothing such as gloves, apron, boots or whole bodysuits made from neoprene, as appropriate.

**General Hygiene Considerations:**

When using do not eat, drink or smoke. Wash contaminated clothing before reuse. Keep away from food, drink and animal feeding stuffs. Contaminated work clothing should not be allowed out of the workplace. Regular cleaning of equipment, work area and clothing is recommended. Avoid contact with skin, eyes or clothing. Take off all contaminated clothing and wash it before reuse. Wear suitable gloves and eye/face protection.

**9. Physical and Chemical Properties**

**9.1. Information on basic physical and chemical properties**

**Physical State:** Liquid  
**Appearance:** No information available  
**Color:** Colorless  
**Odor:** Pungent  
**Odor Threshold:** No information available

<u>Property</u>	<u>Values</u>	<u>Remarks • Method</u>
pH:	1.0	
"Salt Out" Point (°F):		No information available
Melting Point/Freezing Point:		
Boiling Point/Boiling Range:	105 °C / 221 °C	
Flash Point:		No information available
Evaporation Rate (BuAc=1):		No information available
Flammability (solid, gas):		No information available
Flammability Limits in Air:		No information available
Upper Flammability Limit:		
Lower Flammability Limit:		
Vapor Pressure (mm Hg) :	24 @ 20 °C	
Vapor density (Air =1)	> 1	Denser than air
Specific Gravity (H <sub>2</sub> O=1):	1.23	
Specific Gravity (2nd value):		
Water Solubility:	Miscible in all proportions in water	
Solubility(les):		No information available
Partition Coefficient (n-octanol/water)		No information available
Autoignition Temperature:		
Decomposition Temperature:		
Kinematic Viscosity:		No information available
Dynamic Viscosity:		No information available
Oxidizing Properties:	No information available	
Explosive Properties:	No information available	

**9.2. Other information**

Softening Point: No information available  
Molecular Weight: No information available  
VOC Content(%): No information available  
Density: No information available  
Bulk Density: No information available  
% Volatiles by Volume @ 21°C (70°F): 100

**10. Stability and Reactivity**

Stability:	Stable under normal conditions of use and storage
Conditions to Avoid:	Exposure to air or moisture over prolonged periods
Incompatible Materials:	Strong acids and bases, Oxidizing agents
Hazardous Decomposition Products:	Thermal decomposition can lead to release of irritating and toxic gases and vapors
Possibility of Hazardous Reactions:	None under normal processing

**11. Toxicological Information**Product Information

Acute Toxicity: 0% of the mixture consists of ingredient(s) of unknown toxicity.

The following values are calculated based on chapter 3.1 of the GHS document

Chemical Name	Oral LD <sub>50</sub> :	Dermal LD <sub>50</sub> :	LC <sub>50</sub> (Lethal Concentration):
Fluorosilicic acid	125 mg/kg ( Rat )		1.11 mg/L ( Rat ) 1 h
Hydrogen fluoride			1276 ppm ( Rat ) 1 h 850 mg/m <sup>3</sup> ( Rat ) 1 h
Water	90 mL/kg ( Rat )		

Chronic Toxicity:

Carcinogenicity: This product contains one or more substances which are classified by IARC as carcinogenic to humans (Group I), probably carcinogenic to humans (Group 2A) or possibly carcinogenic to humans (Group 2B)

Chemical Name	IARC
Fluorosilicic acid	Group 3

IARC (International Agency for Research on Cancer)  
Not classifiable as a human carcinogen

Target Organ Effects: Eyes, Respiratory system, Skin

**12. Ecological Information**Ecotoxicity

76% of the mixture consists of components(s) of unknown hazards to the aquatic environment

Harmful to aquatic life with long lasting effects

Chemical Name	Toxicity to algae	Toxicity to fish	Toxicity to daphnia and other aquatic invertebrates
Fluorosilicic acid		65: 96 h <i>Poecilia reticulata</i> mg/L LC50 static 28.7; 96 h <i>Pimephales promelas</i> mg/L LC50 static	
Hydrogen fluoride		660: 48 h <i>Leuciscus idus</i> mg/L LC50	270: 48 h <i>Daphnia species</i> mg/L EC50

Persistence and Degradability: No information available.

Bioaccumulation: No information available.

Mobility: No information available.

Chemical Name	Partition Coefficient:
Hydrogen fluoride	-1.4

### 13. Disposal Considerations

**Waste from Residues/Unused Products:** Disposal should be in accordance with applicable regional, national and local laws and regulations

**Contaminated Packaging:** Do not reuse container.

### 14. Transport Information

#### DOT

**Proper shipping name** FLUOROSILICIC ACID  
**Hazard Class** 8  
**UN/ID No** UN1778  
**Packing Group** PG II  
**Description** UN1778, FLUOROSILICIC ACID, 8, PG II



### 15. Regulatory Information

#### International Inventories

All of the components in the product are on the following inventory lists: TSCA (United States); Canada (DSL/NDSL), Europe (EINECS/ELINCS/NLP), Australia (AICS), South Korea (KECL); China (IECSC), Philippines (PICCS). This product contains a substance not listed on international inventories - it is for research and development use only.

AICS	Complies
TSCA	Complies
DSL/NDSL	Complies
EINECS/ELINCS	Complies
ENCS	-
IECSC	Complies
KECL	Complies
PICCS	Complies

Chemical Name	AICS	TSCA	DSL	NDSL	EINECS	ELINCS	ENCS	IECSC	KECL	PICCS
Fluosilicic acid	Listed	Listed	Listed	-	Listed	-	(1)-316	Listed	KE-18550	Present
Hydrogen fluoride	Listed	Listed	Listed	-	Listed	-	(1)-306	Listed	KE-20198	Present
Water	Listed	Listed	Listed	-	Listed	-	-	Listed	KE-35400	Present

#### Inventory Legend

AICS - Australian Inventory of Chemical Substances  
 TSCA - United States Toxic Substances Control Act Section 8(b) Inventory  
 DSL/NDSL - Canadian Domestic Substances List/Non-Domestic Substances List  
 EINECS/ELINCS - European Inventory of Existing Chemical Substances/European List of Notified Chemical Substances  
 ENCS - Japan Existing and New Chemical Substances  
 IECSC - China Inventory of Existing Chemical Substances  
 KECL - Korean Existing and Evaluated Chemical Substances  
 PICCS - Philippines Inventory of Chemicals and Chemical Substances

42894 Hydrofluosillicic Acid 23%

RESTRICTIONS - REACH TITLE VII No information available

US Federal Regulations

CERCLA

This material, as supplied, does not contain any substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355). There may be specific reporting requirements at the local, regional, or state level pertaining to releases of this material

Chemical Name	CERCLA Hazardous Substances and the Reportable Quantities	SARA Extremely Hazardous Substances EPCRA RQ	SARA Extremely Hazardous Substances TPQ
Hydrogen fluoride	100 lb 45.4 kg	100 lb EPCRA RQ	100 lb TPQ

SARA 313

Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product contains a chemical or chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372

Chemical Name	SARA 313 - Threshold Values %
Hydrogen fluoride	1.0

SARA 311/312 Hazard Categories

Acute health hazard	Yes
Chronic health hazard	No
Fire hazard	No
Sudden release of pressure hazard	No
Reactive hazard	No

U.S. State Right-to-Know Regulations

**California Proposition 65:**

This product does not contain any Proposition 65 chemicals

**16. Other Information**

National Fire Protection Association (NFPA) Ratings



NSF/ANSI 60 Certification



**WATER QUALITY**

42894 Hydrofluosilicic Acid 23%

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Maximum Use (mg/L unless otherwise indicated): 6

Prepared By: HSE Department

Issue Date: 04-Sep-2014

Revision Date: 28-May-2015

Revision Note: New Product

**Disclaimer:**

Vertex Chemical Corporation ("Vertex") expressly disclaims all express or implied warranties of merchantability and fitness for a particular purpose, with respect to the product or information provided herein.

All information appearing herein is based upon data obtained from the manufacturer and/or recognized technical sources. While the information is believed to be accurate, Vertex makes no representations as to its accuracy or sufficiency. Conditions of use are beyond Vertex's control, and, therefore, users are responsible to verify this data under their own operating conditions to determine whether the product is suitable for their particular purposes, and they assume all risks of their use, handling, and disposal of the product, or from the publication or use of, or reliance upon, information contained herein. This information relates only to the product designated herein, and does not relate to its use in combination with any other material or in any other process.

End of Safety Data Sheet



Corporate Office  
 2381 Rosegate  
 Roseville, Minnesota 55113  
 Phone: (612) 331-6910  
 Fax: (612) 331-5304

# PRODUCT DATA SHEET

## Hydrochloric Acid 20° Baume FCC

PDS - 1131; REVISION 07

EFFECTIVE DATE: 02 JUL 18

### General Characteristics:

**Appearance:** Clear, colorless to light yellow solution  
**Odor:** Pungent  
**Synonyms:** Muriatic Acid  
**Chemical Formula:** HCl  
**Molecular Weight:** 36.46  
**CAS #:** 7647-01-0  
**Shelf Life:** 730 days  
**Storage Recommendations:** 55 - 95° F

### Standard Specifications:

COMPONENT	SPECIFICATION
Hydrochloric Acid, °Baume	19.4 - 20.6
Hydrochloric Acid (HCl), wt. %	30.51 - 32.39
Identification, Chloride	Passes Test
Iron (as Fe), ppm	≤ 5
Lead (as Pb), ppm	≤ 1
Nonvolatile Residue, wt. %	≤ 0.5
Oxidizing Substances (as Cl <sub>2</sub> ), wt. %	≤ 0.003
Reducing Substances (as SO <sub>3</sub> ), wt. %	≤ 0.007
Sulfate (as SO <sub>4</sub> ), wt. %	≤ 0.5
Mercury (as Hg), ppm	≤ 0.1
Color, Readily Carbonizable Substances	Passes Test
Organic Compounds	
Total Organic Compounds (Non-Fluorine-Containing), ppm	≤ 5
Benzene, ppm	≤ 0.05
Fluorinated Organic Compounds, wt. %	≤ 0.0025

Meets the current edition requirements of the *Food Chemicals Codex*.

### Physical Properties:

COMPONENT	SPECIFICATION
Specific Gravity, 68° F	1.153 - 1.163

Notice for Product Numbers: 920, 925, 935, 936, 940, 941, 946, 994, 979, 800808, 41388, 50805 & 51906 ("Product(s)")

Hawkins, Inc. ("Hawkins") presents the information in this Product Data Sheet ("Information") in good faith and believes the Information to be accurate as of the Effective Date. Hawkins warrants only that when Hawkins ships the Product, it will meet published specifications. Other than this warranty, HAWKINS MAKES NO OTHER REPRESENTATION OR WARRANTY, EITHER EXPRESS OR IMPLIED, FOR COMPLETENESS, ACCURACY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER NATURE WITH RESPECT TO THE INFORMATION, OR TO THE PRODUCT TO WHICH THIS INFORMATION REFERS. Hawkins will not be responsible for damages of any nature whatsoever resulting from the use of, or reliance upon, the Information or the Product to which the Information refers.



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# PRODUCT DATA SHEET

## Hydrochloric Acid 20° Baume FCC

PDS – 1131; REVISION 07  
 EFFECTIVE DATE: 02 JUL 18

### Additional Information:

**Allergen Status:** Product does not contain any of the known allergens including dairy, egg, wheat, soy, peanuts, tree nuts, fish and shellfish.

**Bioterrorism Act of 2002:** All appropriate Hawkins, Inc. facilities are registered with the FDA per the Public Health Security and Bioterrorism Preparedness and Response Act of 2002.

**BSE/TSE Status:** Product does not contain, nor is produced with any animal products or any material of animal origin, and does not contain BSE/TSE.

**Country of Origin:** Product is manufactured in the United States.

**Gluten Status:** Product is gluten-free.

**GMO Status:** Product does not contain genetically-modified organisms nor are genetically-modified organisms used in its manufacture.

**GRAS Status:** Product is considered “GRAS” (Generally Recognized as Safe) under FDA’s Code of Federal Regulation (CFR) Title 21, Section §182.1057 for Hydrochloric Acid. Please reference FDA’s CFR Title 21 for conditions of use.

**Halal Status:** Product is certified Halal.

**Kosher Status:** Product is certified Kosher-Pareve.

**NSF Certification:** Certified to NSF ANSI/Std. 60 with a maximum use level of 44 mg/L.

### Nutritional Information (per 100 grams):

Calories (kcal)	0
Total Fat (g)	0
Saturated Fat (g)	0
Trans Fat (g)	0
Cholesterol (mg)	0
Sodium (mg)	0
Total Carbohydrate (g)	0
Dietary Fiber (g)	0
Total Sugars (g)	0
Added Sugars (g)	0
Protein (g)	0
Vitamin D (mcg)	0
Calcium (mg)	0
Iron (mg)	< 1
Potassium (mg)	0
Chloride (mg)	30,588

Notice for Product Numbers: 920, 925, 935, 936, 940, 941, 946, 994, 979, 800808, 41388, 50805 & 51906 (“Product(s)”)

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# SAFETY DATA SHEET

Version 1

## 1. Identification of the Substance / Preparation and of the Company / Undertaking

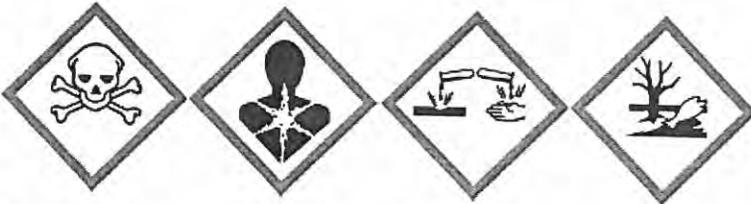
**Product Name:** Hydrochloric Acid 20'  
**UN/ID No** UN1789  
**Synonyms:** Muriatic Acid  
**Recommended Use** Industrial, Manufacturing or Laboratory use.  
**Company Name:**  
Hawkins, Inc., 2381 Rosegate, Roseville, MN 55113 (612-331-6910)

**Emergency Telephone:**  
CHEMTREC (US): 1-800-424-9300

## 2. Hazards Identification

### GHS - Classification

Acute toxicity - Oral	Category 3
Acute toxicity - Inhalation (Gases)	Category 3
Acute toxicity - Inhalation (Dusts/Mists)	Category 1
Skin corrosion/irritation	Category 1 Category 1A
Serious eye damage/eye irritation	Category 1
Respiratory sensitization	Category 1A
Specific target organ toxicity (single exposure)	Category 1
Specific target organ toxicity (repeated exposure)	Category 1
Acute aquatic toxicity	Category 1



**Signal Word:**

**Danger**

**Hazard Statements:**

- Toxic if swallowed
- Fatal if inhaled
- Causes severe skin burns and eye damage
- May cause allergy or asthma symptoms or breathing difficulties if inhaled
- Causes damage to organs
- Causes damage to organs through prolonged or repeated exposure
- Very toxic to aquatic life

**Physical Hazards**

Corrosive to metals	Category 1
---------------------	------------

- May be corrosive to metals



**Precautionary Statements:**

- Do not breathe dust/fume/gas/mist/vapors/spray
- Avoid breathing dust/fume/gas/mist/vapors/spray
- Wash face, hands and any exposed skin thoroughly after handling
- Do not eat, drink or smoke when using this product
- Use only outdoors or in a well-ventilated area
- Avoid release to the environment
- Wear protective gloves/protective clothing/eye protection/face protection
- Wear respiratory protection
- In case of inadequate ventilation wear respiratory protection
- Store in a well-ventilated place. Keep container tightly closed
- Immediately call a POISON CENTER or doctor/physician
- Call a POISON CENTER or doctor/physician
- Get medical advice/attention if you feel unwell
- Rinse mouth
- Immerse in cool water/wrap in wet bandages
- Wash contaminated clothing before reuse
- Absorb spillage to prevent material damage
- IF SWALLOWED: Rinse mouth. Do NOT induce vomiting
- IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician
- IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower
- IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing
- IF INHALED: If breathing is difficult, remove victim to fresh air and keep at rest in a position comfortable for breathing
- IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing
- IF exposed: Call a POISON CENTER or doctor/physician
- If experiencing respiratory symptoms: Call a POISON CENTER or doctor/physician
- Store locked up
- Store in corrosive resistant aluminum container with a resistant inliner
- Dispose of contents/ container to an approved waste disposal plant
- Dispose of contents/container to industrial incineration plant

**3. Composition / Information on Ingredients**

**Hazardous**

Chemical Name	CAS No	Weight-%	EC No
Hydrochloric acid	7647-01-0	31-32	231-595-7

**4. First Aid Measures**

- General Advice:** Immediate medical attention is required.
- Eye Contact:** Keep eye wide open while rinsing. Immediate medical attention is required. Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Do not rub affected area.
- Skin Contact:** Wash off immediately with soap and plenty of water while removing all contaminated clothes and shoes. Immediate medical attention is required.
- Inhalation:** Move to fresh air. Call a physician or poison control center immediately. If breathing is difficult, give oxygen. If not breathing, give artificial respiration.

**Ingestion:** Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Drink plenty of water. Immediate medical attention is required. Call a physician or poison control center immediately. Clean mouth with water and drink afterwards plenty of water. Remove from exposure, lie down.

**Note to Physicians:** Treat symptomatically. Product is a corrosive material. Use of gastric lavage or emesis is contraindicated. Possible perforation of stomach or esophagus should be investigated. Do not give chemical antidotes. Asphyxia from glottal edema may occur. Marked decrease in blood pressure may occur with moist rales, frothy sputum, and high pulse pressure.

**Self-protection of the First Aider:** Use personal protective equipment as required. Avoid contact with skin, eyes or clothing.

### 5. Fire-fighting Measures

**Flammable Properties:**

Not considered to be a fire hazard, Contact with metals may evolve flammable hydrogen gas

**Explosive Properties:**

Not considered to be an explosion hazard

**Suitable Extinguishing Media:**

Water spray (fog), Water, Neutralize with soda ash or slaked lime

**Unsuitable Extinguishing Media:**

No information available

**Specific Hazards Arising from the Chemical:**

The product causes burns of eyes, skin and mucous membranes, Thermal decomposition can lead to release of irritating and toxic gases and vapors, In the event of fire and/or explosion do not breathe fumes

**Protective Equipment and Precautions for Firefighters:**

In the event of a fire, wear full protective clothing and MSHA/NIOSH (approved or equivalent) self-contained breathing apparatus with full facepiece operated in the pressure-demand or other positive pressure mode, Cool containers with flooding quantities of water until well after fire is out, Stay away from ends of tanks, Structural firefighter's protective clothing is ineffective for fires involving this material

### 6. Accidental Release Measures

**Personal Precautions:** Evacuate personnel to safe areas. Use personal protective equipment as required. Avoid contact with skin, eyes or clothing. Keep people away from and upwind of spill/leak.

**Environmental Precautions:** Prevent further leakage or spillage if safe to do so. Do not allow into any sewer, on the ground or into any body of water. Prevent product from entering drains. Should not be released into the environment.

**Methods for Containment:** Cover powder spill with plastic sheet or tarp to minimize spreading. Dike far ahead of liquid spill for later disposal. Prevent further leakage or spillage if safe to do so.

**Methods for Cleaning Up:** Dam up. Soak up with inert absorbent material. Clean contaminated surface thoroughly. After cleaning, flush away traces with water. Prevent product from entering drains. Take up mechanically, placing in appropriate containers for disposal. Dike far ahead of liquid spill for later disposal.

**Other Information:** Not applicable.

### 7. Handling and Storage

**Advice on Safe Handling:** Use personal protective equipment as required. Avoid contact with skin, eyes or clothing. In case of insufficient ventilation, wear suitable respiratory equipment. Use only with adequate ventilation and in closed systems. Use only with adequate ventilation.

## 43979 Hydrochloric Acid 20'

**Storage Conditions:** Keep container tightly closed in a dry and well-ventilated place. Keep in properly labeled containers. Keep out of the reach of children. Keep containers tightly closed in a dry, cool and well-ventilated place.

**Incompatible Materials:** Strong acids and bases; Oxidizing agents; Amines; Metal oxides; Hydroxides; Carbonates; Cyanides; Sulfides; Metals; Sulfites; Formaldehyde; Alkali

### 8. Exposure Controls / Personal Protection

Chemical Name	ACGIH TLV	OSHA PEL	Ontario TWA			
Hydrochloric acid	Ceiling: 2 ppm	5 ppm Ceiling 5 ppm Ceiling 7 mg/m <sup>3</sup> Ceiling 7 mg/m <sup>3</sup> Ceiling	CEV: 2 ppm			
Chemical Name	European Union	China	Japan	Korea	Australia	Taiwan
Hydrochloric acid	TWA 5 ppm TWA 8 mg/m <sup>3</sup> STEL 10 ppm STEL 15 mg/m <sup>3</sup>	Ceiling: 7.5 mg/m <sup>3</sup> Ceiling	Ceiling: 5 ppm Ceiling: 7.5 mg/m <sup>3</sup>	STEL: 2 ppm STEL: 3 mg/m <sup>3</sup> TWA: 1 ppm TWA: 1.5 mg/m <sup>3</sup>	5 ppm Peak 7.5 mg/m <sup>3</sup> Peak	

**Exposure Guidelines** Vacated limits revoked by the Court of Appeals decision in AFL-CIO v. OSHA, 965 F.2d 962 (11th Cir., 1992)

**Engineering Controls:** Ensure adequate ventilation, especially in confined areas

#### Personal protective equipment (PPE)

**Eye/Face Protection:** Tight sealing safety goggles. Face protection shield.

**Body Protection:** Wear chemical resistant clothing such as gloves, apron, boots or whole bodysuits made from neoprene, as appropriate. Rubber boots. Suitable protective clothing. Wear impervious protective clothing, including boots, gloves, lab coat, apron or coveralls, as appropriate, to prevent skin contact. Gloves made of plastic or rubber.

#### General Hygiene Considerations:

When using do not eat, drink or smoke. Wash contaminated clothing before reuse. Regular cleaning of equipment, work area and clothing is recommended. Keep away from food, drink and animal feeding stuffs. Contaminated work clothing should not be allowed out of the workplace. Avoid contact with skin, eyes or clothing. Take off all contaminated clothing and wash it before reuse. Wear suitable gloves and eye/face protection.

### 9. Physical and Chemical Properties

#### 9.1. Information on basic physical and chemical properties

<b>Physical State:</b>	Liquid	<b>Odor:</b>	Pungent
<b>Appearance:</b>	Clear liquid	<b>Odor Threshold:</b>	No information available
<b>Color:</b>	Colorless		

Property	Values	Remarks • Method
pH:		No information available
"Salt Out" Point (°F):		No information available
Melting Point/Freezing Point:		
Boiling Point/Boiling Range:	81 °C / 178 °C	
Flash Point:		No information available
Evaporation Rate (BuAc=1):		No information available
Flammability (solid, gas):		No information available
Flammability Limits in Air:		No information available
Upper Flammability Limit:		
Lower Flammability Limit:		
Vapor Pressure (mm Hg) :		No information available
Vapor density (Air =1)		No information available
Specific Gravity (H <sub>2</sub> O=1):		No information available
Specific Gravity (2nd value):		No information available
Water Solubility:		No information available
Solubility(ies):	Infinitely soluble	
Partition Coefficient (n-octanol/water)		No information available
Autoignition Temperature:		

Decomposition Temperature:	No information available
Kinematic Viscosity:	No information available
Dynamic Viscosity:	No information available
Oxidizing Properties:	No information available
Explosive Properties:	Not considered to be an explosion hazard

**9.2. Other information**

Softening Point:	No information available
Molecular Weight:	36.46
VOC Content(%):	No information available
Density:	1.16
Bulk Density:	No information available

**10. Stability and Reactivity**

Stability:	Stable under normal conditions of use and storage
Conditions to Avoid:	Exposure to air or moisture over prolonged periods; Direct sunlight; Heat
Incompatible Materials:	Strong acids and bases, Oxidizing agents, Amines, Metal oxides, Hydroxides, Carbonates, Cyanides, Sulfides, Metals, Sulfites, Formaldehyde, Alkali
Hazardous Decomposition Products:	Thermal decomposition can lead to release of irritating and toxic gases and vapors
Possibility of Hazardous Reactions:	None under normal processing

**11. Toxicological Information****Product Information**

Acute Toxicity: 0.01% of the mixture consists of ingredient(s) of unknown toxicity.

The following values are calculated based on chapter 3.1 of the GHS document

Chemical Name	Oral LD <sub>50</sub> :	Dermal LD <sub>50</sub> :	LC <sub>50</sub> (Lethal Concentration):
Hydrochloric acid	700 mg/kg ( Rat )	5010 mg/kg ( Rabbit )	3124 ppm ( Rat ) 1 h

**Chronic Toxicity:**

Carcinogenicity: This product contains one or more substances which are classified by IARC as carcinogenic to humans (Group I), probably carcinogenic to humans (Group 2A) or possibly carcinogenic to humans (Group 2B)

Chemical Name	IARC
Hydrochloric acid	3

IARC (International Agency for Research on Cancer)  
Not classifiable as a human carcinogen

Target Organ Effects: Respiratory system, Eyes, Skin

**12. Ecological Information****Ecotoxicity**

67.97% of the mixture consists of component(s) of unknown hazards to the aquatic environment

Very toxic to aquatic life

43979 Hydrochloric Acid 20'

Chemical Name	Toxicity to algae	Toxicity to fish	Toxicity to daphnia and other aquatic invertebrates
Hydrochloric acid		282: 96 h <i>Gambusia affinis</i> mg/L LC50 static	

Persistence and Degradability: No information available.

Bioaccumulation: No information available.

Mobility: No information available.

**13. Disposal Considerations**

Waste from Residues/Unused Products: Disposal should be in accordance with applicable regional, national and local laws and regulations

Contaminated Packaging: Do not reuse container.

**14. Transport Information**

**DOT**

Proper shipping name      HYDROCHLORIC ACID  
 Hazard Class                8  
 UN/ID No                      UN1789  
 Packing Group                II  
 Description                  UN1789, HYDROCHLORIC ACID, 8, PG II



**15. Regulatory Information**

International Inventories

All of the components in the product are on the following inventory lists: TSCA (United States);, Canada (DSL/NDSL), Europe (EINECS/ELINCS/NLP), Australia (AICS), China (IECSC),  
 This product contains a substance not listed on international inventories - it is for research and development use only.

AICS                                Complies  
 TSCA                               Complies  
 DSL/NDSL                        Complies  
 EINECS/ELINCS                Complies  
 ENCS                               Complies  
 IECSC                               Complies  
 KECL                               Complies  
 PICCS                               Complies

Chemical Name	AICS	TSCA	DSL	NDSL	EINECS	ELINCS	ENCS	IECSC	KECL	PICCS
Hydrochloric acid	Listed	Listed	Listed	-	Listed	-	(1)-215	Listed	KE-20189	Present

Inventory Legend

AICS - Australian Inventory of Chemical Substances  
 TSCA - United States Toxic Substances Control Act Section 8(b) Inventory  
 DSL/NDSL - Canadian Domestic Substances List/Non-Domestic Substances List  
 EINECS/ELINCS - European Inventory of Existing Chemical Substances/European List of Notified Chemical Substances  
 ENCS - Japan Existing and New Chemical Substances

**43979 Hydrochloric Acid 20'**

IECSC - China Inventory of Existing Chemical Substances  
KECL - Korean Existing and Evaluated Chemical Substances  
PICCS - Philippines Inventory of Chemicals and Chemical Substances

**RESTRICTIONS - REACH TITLE VII** No information available

**US Federal Regulations**

**CERCLA**

This material, as supplied, does not contain any substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355). There may be specific reporting requirements at the local, regional, or state level pertaining to releases of this material

Chemical Name	CERCLA Hazardous Substances and the Reportable Quantities	SARA Extremely Hazardous Substances EPCRA RQ	SARA Extremely Hazardous Substances TPQ
Hydrochloric acid	5000 lb 2270 kg	5000 lb EPCRA RQ (gas only)	500 lb TPQ

**SARA 313**

Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product contains a chemical or chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372

Chemical Name	SARA 313 - Threshold Values %
Hydrochloric acid	1.0

**SARA 311/312 Hazard Categories**

Acute health hazard	Yes
Chronic health hazard	Yes
Fire hazard	No
Sudden release of pressure hazard	No
Reactive hazard	No

**U.S. State Right-to-Know Regulations**

**California Proposition 65:**  
This product does not contain any Proposition 65 chemicals

**16. Other Information**

**National Fire Protection Association (NFPA) Ratings**



**NSF/ANSI 60 Certification**



**Certified to  
NSF/ANSI 60**

**Maximum Use (mg/L unless otherwise indicated):** 40

**Prepared By:** HSE Department

**Issue Date:** 04-Oct-2012

**Revision Date:** 06-Nov-2015

**Revision Note:** Updated section(s) 1

**Disclaimer:**

Please be advised that it is your responsibility to inform your employees of the hazards of this substance, to advise them of what these properties mean and be sure they understand exposure information. The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication.

The information presented herein, while not guaranteed, was prepared by competent technical personnel and is true and accurate to the best of our knowledge. No warranty or guaranty, express or implied, is made regarding performance, stability, or otherwise. This information is not intended to be all-inclusive as to the manner and conditions of use, handling, and storage. Other factors may require additional safety or performance considerations. While our technical personnel will be happy to respond to questions regarding safe handling and use procedures, the handling and use remains the responsibility of the consumer. No suggestions are intended as, and should not be constructed as, a recommendation to infringe on any existing patents or to violate any Federal, State, or local laws.

End of Safety Data Sheet

# Aqua Hawk 79207

Potable Water Grade Non-ionic Polyelectrolyte



## Technical Data Sheet

**Chemical Nature:** Homopolymer of acrylamide

### Application Areas:

Polyelectrolyte used as a coagulant aid in the clarification and filtration of potable water, and for the conditioning of potable water sludges prior to thickening and dewatering.

American Standard ANSI/NSF 60 compliant for coagulation and flocculation to a maximum concentration of 1.0 mg/L. This product is FDA approved. Contact a sales representative for more information.

### Benefits:

- Reduction of the inorganic coagulant dosage
- Increased clarifier throughput
- Reduction of sludge production
- Reduction in overall treatment cost

### Apparent Viscosity/(cP) @25°C

Concentration	0.25%	0.50%	1.0%
Viscosity	50	100	600

### Typical Properties:

- Product type: Powder
- Physical form: Off-white granular solid
- Charge: Non-ionic
- Molecular weight: High
- Specific gravity: 0.75
- Bulk density: 46.8 lb/ft<sup>3</sup>
- Ph 1% solution: 6-8

**Shelf Life:** 2 Years

### Storage:

Under normal, dry storage conditions within the temperature range 5 – 25 °C (41-77 °F) this product will be stable for at least 12 months. Storage outside the above specified temperature range for long periods may adversely affect the product over a long period and should thus be avoided, if possible. It is recommended that stock solutions at 0.25 - 0.5% are prepared regularly and for maximum effect such solutions should be used within 5 days. Beyond this period some loss in efficiency of the product may occur.

### Packaging:

- 25 kg Polybag
- 700 kg Small Tay Bag
- 907 kg Large Tay Bag

800.328.5460

customer.service@hawkinsinc.com



SERVING CUSTOMERS SINCE 1938

www.hawkinsinc.com

TDS - 0080, V2 - 5.29.2018

# Aqua Hawk 79207

## Potable Water Grade Non-ionic Polyelectrolyte



### Shipping and Handling

Corrosion towards most standard materials of construction is very low. Stainless steel, fiberglass, polyethylene, polypropylene and epoxy coated surfaces are recommended. In some cases aluminum surfaces can be adversely affected.

### Part Numbers:

- 40806
- 50979

### Waste Disposal

Dispose of container and unused contents in accordance with federal, state, and local requirements. Whatever cannot be saved for recovery or recycling should be managed in an appropriate and approved waste disposal facility. State and local disposal regulations may differ from federal disposal regulations.

### See SDS For General Safety Precautions

Note: A Safety Data Sheet (SDS) for this product is available on request from Hawkins, Inc. Customer Service Dept., 2381 Rosegate, Roseville, MN 55113. Phone: 800-328-5460

**Before using this product, review SDS for specific information.**

### Important Notice Regarding the Attached Information:

The statements, technical information and recommendations contained in the accompanying document(s) are based on tests and data that are believed to be reliable. Further, as the actual use of our products by others is beyond our control, no guarantee of any kind is made as to the effects of such use, or the results to be obtained, whether the use is made in accordance with the recommendations or suggestions contained herein or otherwise. The accompanying document(s) is not contractual and NOTHING HEREIN CONSTITUTES A REPRESENTATION OR WARRANTY THAT THE GOODS DESCRIBED ARE FIT FOR A PARTICULAR PURPOSE OF A CUSTOMER or that their use does not conflict with any existing patent rights. The exclusive source of any warranty and of any other customer rights whatsoever is on the Hawkins invoice. Also, since the accompanying data sheet(s) may be provided by electronic media, Hawkins cannot guarantee the accuracy or originality hereof. Any alterations made to the accompanying document(s) other than by Hawkins corporate headquarters is expressly prohibited.

**800.328.5460**

[customer.service@hawkinsinc.com](mailto:customer.service@hawkinsinc.com)



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

TDS - 0080, V2 - 5.29.2018



# SAFETY DATA SHEET

Version 1

## 1. Identification of the Substance / Preparation and of the Company / Undertaking

**Product Name:** Aqua Hawk 79207  
**Company Name:**  
Hawkins, Inc., 2381 Rosegate, Roseville, MN 55113 (612-331-6910)

**Emergency Telephone:**  
CHEMTREC (US): 1-800-424-9300

## 2. Hazards Identification

### GHS - Classification

Not a dangerous substance or mixture according to the Globally Harmonized System (GHS)

**Signal Word:** None

**Physical Hazards**

• None

**Precautionary Statements:**

• Slippery when wet

## 3. Composition / Information on Ingredients

### Non-Hazardous

Chemical Name	CAS No	Weight-%	EC No
Proprietary Ingredient	-	100	-

## 4. First Aid Measures

**Eye Contact:** Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. If eye irritation persists: Get medical advice/attention.

**Skin Contact:** Wash off immediately with soap and plenty of water while removing all contaminated clothes and shoes. If skin irritation persists, call a physician.

**Inhalation:** Move to fresh air. If symptoms persist, call a physician.

**Ingestion:** Clean mouth with water and drink afterwards plenty of water. If symptoms persist, call a physician.

**Note to Physicians:** Treat symptomatically.

## 5. Fire-fighting Measures

### Flammable Properties:

Not considered to be a fire hazard

### Explosive Properties:

Not considered to be an explosion hazard

**Suitable Extinguishing Media:**

Dry chemical, Foam

**Unsuitable Extinguishing Media:**

Water jet. If water is used, restrict pedestrian and vehicular traffic in areas where slip hazard may exist

**Specific Hazards Arising from the Chemical:**

carbon oxides, nitrogen oxides

The substances/groups of substances mentioned can be released in case of fire. Very slippery when wet

**Protective Equipment and Precautions for Firefighters:**

In the event of a fire, wear full protective clothing and MSHA/NIOSH (approved or equivalent) self-contained breathing apparatus with full facepiece operated in the pressure-demand or other positive pressure mode

**6. Accidental Release Measures**

<b>Personal Precautions:</b>	Use only with adequate ventilation.
<b>Environmental Precautions:</b>	Do not allow into any sewer, on the ground or into any body of water.
<b>Methods for Cleaning Up:</b>	Soak up with inert absorbent material (e.g. sand, silica gel, acid binder, universal binder, sawdust).
<b>Other Information:</b>	Spilled product which becomes wet or spilled aqueous solution create a hazard because of their slippery nature. Avoid raising dust. .

**7. Handling and Storage**

<b>Advice on Safe Handling:</b>	Avoid contact with skin, eyes or clothing. Use only with adequate ventilation.
<b>Storage Conditions:</b>	Keep containers tightly closed in a dry, cool and well-ventilated place. Keep away from any source of heat or ignition. Keep away from incompatible substances.
<b>Incompatible Materials:</b>	Strong oxidizing agents; Strong acids and bases

**8. Exposure Controls / Personal Protection**

**Engineering Controls:** Ensure adequate ventilation, especially in confined areas

**Personal protective equipment (PPE)**

**Eye/Face Protection:** Tight sealing safety goggles.  
**Body Protection:** Suitable protective clothing.

**General Hygiene Considerations:**

Handle in accordance with good industrial hygiene and safety practice.

**9. Physical and Chemical Properties**

**9.1. Information on basic physical and chemical properties**

<b>Physical State:</b>	Solid	<b>Odor:</b>	Odorless
<b>Appearance:</b>	Powder	<b>Odor Threshold:</b>	No information available
<b>Color:</b>	Off-white		
<b>Property</b>	<b>Values</b>	<b>Remarks • Method</b>	
pH:		No information available	
"Salt Out" Point (°F):		No information available	

<b>Melting Point/Freezing Point:</b>	The product decomposes, therefore not determined	No information available
<b>Boiling Point/Boiling Range:</b>		No information available
<b>Flash Point:</b>		No information available
<b>Evaporation Rate (BuAc=1):</b>		No information available
<b>Flammability (solid, gas):</b>		No information available
<b>Flammability Limits in Air:</b>		No information available
<b>Upper Flammability Limit:</b>		
<b>Lower Flammability Limit:</b>		
<b>Vapor Pressure (mm Hg) :</b>		No information available
<b>Vapor density (Air =1)</b>		No information available
<b>Specific Gravity (H<sub>2</sub>O=1):</b>		No information available
<b>Specific Gravity (2nd value):</b>		No information available
<b>Water Solubility:</b>	Forms a viscous solution	No information available
<b>Solubility(ies):</b>		No information available
<b>Partition Coefficient (n-octanol/water)</b>		No information available
<b>Autoignition Temperature:</b>		No information available
<b>Decomposition Temperature:</b>		No information available
<b>Kinematic Viscosity:</b>		No information available
<b>Dynamic Viscosity:</b>		No information available
<b>Oxidizing Properties:</b>	No information available	
<b>Explosive Properties:</b>	Not considered to be an explosion hazard	

**9.2. Other information**

<b>Softening Point:</b>	No information available
<b>Molecular Weight:</b>	No information available
<b>VOC Content(%):</b>	No information available
<b>Density:</b>	No information available
<b>Bulk Density:</b>	approx. 750 kg/m <sup>3</sup>

**10. Stability and Reactivity**

<b>Stability:</b>	Stable under normal conditions of use and storage
<b>Conditions to Avoid:</b>	Heat, flames and sparks; Extremes of temperature and direct sunlight; Humidity
<b>Incompatible Materials:</b>	Strong oxidizing agents, Strong acids and bases
<b>Hazardous Decomposition Products:</b>	None under normal use conditions
<b>Possibility of Hazardous Reactions:</b>	None under normal processing

**11. Toxicological Information****Product Information**

Chemical Name	Oral LD <sub>50</sub> :	Dermal LD <sub>50</sub> :	LC <sub>50</sub> (Lethal Concentration):
Proprietary Ingredient	>2000 mg/kg (Rat)		

**Chronic Toxicity:**

**Carcinogenicity:** This product does not contain any carcinogens or potential carcinogens as listed by OSHA, IARC or NTP

**12. Ecological Information**

Ecotoxicity

Chemical Name	Toxicity to algae	Toxicity to fish	Toxicity to daphnia and other aquatic invertebrates
Proprietary Ingredient		<i>Oncorhynchus mykiss</i> /LC50 static (96 h): >100 mg/L	shrimp/LC50 (48 h): >100 mg/L

**Persistence and Degradability:** Not readily biodegradable.

**Bioaccumulation:** No information available.

**Mobility:** No information available.

**13. Disposal Considerations**

**Waste from Residues/Unused Products:** Disposal should be in accordance with applicable regional, national and local laws and regulations

**14. Transport Information**

DOT

Description Not DOT Regulated

**15. Regulatory Information**

International Inventories

- AICS -
- TSCA -
- DSL/NDSL -
- EINECS/ELINCS -
- ENCS -
- IECSC -
- KECL -
- PICCS -

Inventory Legend

- AICS - Australian Inventory of Chemical Substances
- TSCA - United States Toxic Substances Control Act Section 8(b) Inventory
- DSL/NDSL - Canadian Domestic Substances List/Non-Domestic Substances List
- EINECS/ELINCS - European Inventory of Existing Chemical Substances/European List of Notified Chemical Substances
- ENCS - Japan Existing and New Chemical Substances
- IECSC - China Inventory of Existing Chemical Substances
- KECL - Korean Existing and Evaluated Chemical Substances
- PICCS - Philippines Inventory of Chemicals and Chemical Substances

**RESTRICTIONS - REACH TITLE VII** No information available

US Federal Regulations

**CERCLA**

This material, as supplied, does not contain any substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355). There may be specific reporting requirements at the local, regional, or state level pertaining to releases of this material

**SARA 313**

Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product does not contain any chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372

**SARA 311/312 Hazard Categories**

Acute health hazard	No
Chronic health hazard	No
Fire hazard	No
Sudden release of pressure hazard	No
Reactive hazard	No

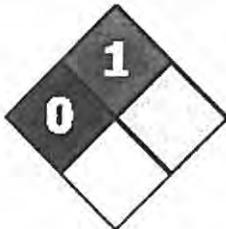
**U.S. State Right-to-Know Regulations**

**California Proposition 65:**

This product does not contain any Proposition 65 chemicals

**16. Other Information**

**National Fire Protection Association (NFPA) Ratings**



**NSF Certification**



**Certified to  
NSF/ANSI 60**

Maximum Use (mg/L unless otherwise indicated): 1

Prepared By: HSE Department

Issue Date: 27-Dec-2013

Revision Date: 27-Dec-2013

**Revision Note:**

New Product

**Disclaimer:**

Please be advised that it is your responsibility to inform your employees of the hazards of this substance, to advise them of what these properties mean and be sure they understand exposure information. The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication.

The information presented herein, while not guaranteed, was prepared by competent technical personnel and is true and accurate to the best of our knowledge. No warranty or guaranty, express or implied, is made regarding performance, stability, or otherwise. This information is not intended to be all-inclusive as to the manner and conditions of use, handling, and storage. Other factors may require additional safety or performance considerations. While our technical personnel will be happy to respond to questions regarding safe handling and use procedures, the handling and use remains the responsibility of the consumer. No suggestions are intended as, and should not be constructed as, a recommendation to infringe on any existing patents or to violate any Federal, State, or local laws.

End of Safety Data Sheet

# Aqua Hawk 7858

Liquid Grade Cationic Polyelectrolyte



## Technical Data Sheet

### Chemical Nature:

Copolymer of acrylamide and quaternized cationic monomer.

### Application Areas:

Polyelectrolyte for the conditioning of a variety of municipal and industrial substrates prior to mechanical or static solid/liquid separation. This product is not compliant for use in potable water applications.

### Benefits:

Highly effective across a wide range of applications including mechanical dewatering, thickening, flotation, and clarification. Operation over a wide pH range (4-9).

### Typical Properties:

- Product type: Inverse emulsion
- Physical form: Cloudy to opaque white liquid
- Active content: 40%
- Cationic charge: High
- Molecular weight: Medium
- Specific gravity: 1.03
- Bulk density: 8.60 lb/gal
- pH 1% solution: 4-6

Apparent Viscosity/(cP) @ 25 °C

Concentration	0.25%	0.50%	1.0%
Viscosity	300	600	1,450

### Storage:

Under normal storage conditions within the temperature range 5 – 25 °C (41-77 °F) this product will be stable for at least 6 months. Storage outside the above specified temperature range for long periods may adversely affect the product over a long period and should thus be avoided, if possible. It is recommended that stock solutions at 0.25 - 0.5% are prepared regularly and for maximum effect such solutions should be used within 5 days. Beyond this period some loss in efficiency of the product may occur.

### Packaging:

- 200 kg Drum
- 1,000 kg Tote
- ~18,000 kg Bulk



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customer.service@hawkinsinc.com

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www.hawkinsinc.com

# Aqua Hawk 7858

## Liquid Grade Cationic Polyelectrolyte



### Shipping and Handling:

As with all cationic polyelectrolyte polymers this product exhibits toxicity towards fish. It is important that precautions are taken where the product may come into direct contact with fresh water courses, streams and rivers.

Corrosion towards most standard materials of construction is very low. Stainless steel, fiberglass, polyethylene, polypropylene and epoxy coated surfaces are recommended. In some cases aluminum surfaces can be adversely affected. Ethylene propylene rubber (EPDM), natural rubber, polyurethane, and PVC should all be avoided when handling neat product. Spilled product is slippery underfoot, very slippery when wet. Information on the shipping and handling of this product can be found in the relevant SDS.

### Waste Disposal:

This material must be disposed of in accordance with all applicable federal, state, and local regulations and permits. Consult the SDS for additional regulatory information.

### General Safety Precautions:

Avoid direct contact with material. Do not inhale associated mist, vapors, and/or dust. As applicable, keep exposure below the limits recommended by OSHA, ACGIH, the manufacturer, and others. Wash contaminated clothing before reuse. Always comply with the Hazard Communication Standard, 29 CFR 1910.1200. Emergency showers and eyewashes must be readily available.

It is recommended that the plating chemistry product(s) referred to in this Technical Information sheet be used: (1) in accordance with the provided in product specific SDS; and (2) in compliance with all appropriate requirements and guidelines established by OSHA, NIOSH, ACGIH, NFPA, and others. Note: A Safety Data Sheet (SDS) for this product is available on request from Hawkins, Inc. Customer Service Dept., 2381 Rosegate, Roseville, MN 55113.

**Before using this product, review SDS for specific information.** A precautionary approach should be used when there is potential for chemical exposure – this includes minimizing exposure potential, rapid decontamination, and medical follow-up.

### Important Notice Regarding the Attached Information:

The statements, technical information and recommendations contained in the accompanying document(s) are based on tests and data that are believed to be reliable. Further, as the actual use of our products by others is beyond our control, no guarantee of any kind is made as to the effects of such use, or the results to be obtained, whether the use is made in accordance with the recommendations or suggestions contained herein or otherwise. The accompanying document(s) is not contractual and NOTHING HEREIN CONSTITUTES A REPRESENTATION OR WARRANTY THAT THE GOODS DESCRIBED ARE FIT FOR A PARTICULAR PURPOSE OF A CUSTOMER or that their use does not conflict with any existing patent rights. The exclusive source of any warranty and of any other customer rights whatsoever is on the Hawkins invoice. Also, since the accompanying data sheet(s) may be provided by electronic media, Hawkins cannot guarantee the accuracy or originality hereof. Any alterations made to the accompanying document(s) other than by Hawkins corporate headquarters is expressly prohibited.



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# SAFETY DATA SHEET

Version 1

## 1. Identification of the Substance / Preparation and of the Company / Undertaking

**Product Name:** Aqua Hawk 7858  
**Recommended Use** Water treatment chemical  
**Company Name:**  
Hawkins, Inc., 2381 Rosegate, Roseville, MN 55113 (612-331-6910)

**Emergency Telephone:**  
CHEMTREC (US): 1-800-424-9300

## 2. Hazards Identification

### GHS - Classification

Skin corrosion/irritation	Category 2
Serious eye damage/eye irritation	Category 2B
Acute aquatic toxicity	Category 3



**Signal Word:** Warning

#### Hazard Statements:

- Causes eye irritation
- Causes skin irritation
- Harmful to aquatic life

#### Physical Hazards

#### Precautionary Statements:

- Wear protective gloves
- Avoid release to the environment
- Wash with plenty of soap and water

## 3. Composition / Information on Ingredients

### Hazardous

Chemical Name	CAS No	Weight-%	EC No
Adipic acid	124-04-9	< 1	204-673-3
Petroleum distillates, hydrotreated light	64742-47-8	15-30	265-149-8
Ethanaminium, N,N,N-trimethyl-2-[(1-oxo-2-propenyl)oxy]-, chloride, polymer with 2-propenamide	69418-26-4	< 50	-
Alcohols, C11-14-iso-, C13-rich, ethoxylated	78330-21-9	< 3	-

## 4. First Aid Measures

<b>General Advice:</b>	Remove contaminated clothing and shoes.
<b>Eye Contact:</b>	Immediately flush with plenty of water. After initial flushing, remove any contact lenses and continue flushing for at least 15 minutes. Rinse thoroughly with plenty of water for at least 15 minutes, lifting lower and upper eyelids. Consult a physician.
<b>Skin Contact:</b>	Wash off immediately with plenty of water for at least 15 minutes. Obtain medical attention.
<b>Inhalation:</b>	Remove from exposure, lie down. If breathing is difficult, give oxygen. Obtain medical attention.
<b>Ingestion:</b>	Clean mouth with water and drink afterwards plenty of water. Do NOT induce vomiting. Immediate medical attention is required.
<b>Note to Physicians:</b>	Treat symptomatically.

### 5. Fire-fighting Measures

**Flammable Properties:**  
Not considered to be a fire hazard

**Explosive Properties:**  
Not considered to be an explosion hazard

**Suitable Extinguishing Media:**  
Dry chemical, Carbon Dioxide (CO<sub>2</sub>), alcohol-resistant foam or water spray

**Unsuitable Extinguishing Media:**  
Do not use a solid water stream as it may scatter and spread fire

**Protective Equipment and Precautions for Firefighters:**  
In the event of a fire, wear full protective clothing and MSHA/NIOSH (approved or equivalent) self-contained breathing apparatus with full facepiece operated in the pressure-demand or other positive pressure mode

### 6. Accidental Release Measures

**Personal Precautions:** Use only with adequate ventilation. Use personal protective equipment as required. Keep people away from and upwind of spill/leak.

**Environmental Precautions:** Prevent product from entering drains. Do not flush into surface water or sanitary sewer system.

**Methods for Containment:** Absorb with earth, sand or other non-combustible material and transfer to containers for later disposal.

**Methods for Cleaning Up:** Soak up with inert absorbent material. Clean contaminated surface thoroughly. After cleaning, flush away traces with water.

**Other Information:** Not applicable.

### 7. Handling and Storage

**Advice on Safe Handling:** Avoid contact with skin, eyes or clothing. Use only with adequate ventilation.

**Storage Conditions:** Keep containers tightly closed in a dry, cool and well-ventilated place. Keep away from any source of heat or ignition. Keep away from incompatible substances.

**Incompatible Materials:** Reactive Chemicals

### 8. Exposure Controls / Personal Protection

Chemical Name	ACGIH TLV	OSHA PEL	Ontario TWA
Adipic acid	TWA: 5 mg/m <sup>3</sup>		TWA: 5 mg/m <sup>3</sup>
Petroleum distillates, hydrotreated light		TWA/CEILING 500 ppm	

**Engineering Controls:** Ensure adequate ventilation, especially in confined areas

**Personal protective equipment (PPE)**

**Eye/Face Protection:** Tight sealing safety goggles.

**Body Protection:** Suitable protective clothing.

**General Hygiene Considerations:**

Handle in accordance with good industrial hygiene and safety practice.

## 9. Physical and Chemical Properties

### 9.1. Information on basic physical and chemical properties

<b>Physical State:</b>	Liquid	<b>Odor:</b>	Mineral oil-like
<b>Appearance:</b>	Emulsion	<b>Odor Threshold:</b>	No information available
<b>Color:</b>	Cream, almost white		

<u>Property</u>	<u>Values</u>	<u>Remarks • Method</u>
pH:	4	No information available
"Salt Out" Point (°F):		No information available
Melting Point/Freezing Point:		No information available
Boiling Point/Boiling Range:		No information available
Flash Point:	> 100 °C	No information available
Evaporation Rate (BuAc=1):		No information available
Flammability (solid, gas):		No information available
Flammability Limits in Air:		No information available
Upper Flammability Limit:		
Lower Flammability Limit:		
Vapor Pressure (mm Hg) :		No information available
Vapor density (Air =1)		No information available
Specific Gravity (H <sub>2</sub> O=1):	1.03	No information available
Specific Gravity (2nd value):		No information available
Water Solubility:	Dispersible	No information available
Solubility(ies):		No information available
Partition Coefficient (n-octanol/water)		No information available
Autoignition Temperature:		No information available
Decomposition Temperature:		No information available
Kinematic Viscosity:		No information available
Dynamic Viscosity:		No information available
Oxidizing Properties:	No information available	
Explosive Properties:	No information available	

### 9.2. Other information

Softening Point:	No information available
Molecular Weight:	No information available
VOC Content(%):	No information available
Density:	No information available
Bulk Density:	No information available

## 10. Stability and Reactivity

<b>Stability:</b>	Stable under normal conditions of use and storage
<b>Conditions to Avoid:</b>	Heat, flames and sparks
<b>Incompatible Materials:</b>	Reactive Chemicals
<b>Hazardous Decomposition Products:</b>	None under normal use conditions

Possibility of Hazardous Reactions: None under normal processing

### 11. Toxicological Information

#### Product Information

Acute Toxicity: No information available.

The following values are calculated based on chapter 3.1 of the GHS document

Chemical Name	Oral LD <sub>50</sub> :	Dermal LD <sub>50</sub> :	LC <sub>50</sub> (Lethal Concentration):
Adipic acid	5000 mg/kg (Rat)	5000 mg/kg (Rabbit)	31 mg/L ( Rat ) 1 h 7.7 mg/L ( Rat ) 4 h
Petroleum distillates, hydrotreated light	5000 mg/kg ( Rat )	2000 mg/kg ( Rabbit )	5.2 mg/L ( Rat ) 4 h

#### Chronic Toxicity:

Carcinogenicity: This product does not contain any carcinogens or potential carcinogens as listed by OSHA, IARC or NTP

### 12. Ecological Information

#### Ecotoxicity

No information available

Toxic to aquatic life with long lasting effects

Chemical Name	Toxicity to algae	Toxicity to fish	Toxicity to daphnia and other aquatic invertebrates
Adipic acid	31.3: 72 h <i>Desmodesmus subspicatus</i> mg/L EC50 26.6: 96 h <i>Desmodesmus subspicatus</i> mg/L EC50	97: 96 h <i>Pimephales promelas</i> mg/L LC50 static 230: 96 h <i>Leuciscus idus</i> mg/L LC50 static	85.7: 48 h <i>Daphnia magna</i> mg/L EC50
Petroleum distillates, hydrotreated light		45: 96 h <i>Pimephales promelas</i> mg/L LC50 flow-through 2.4: 96 h <i>Oncorhynchus mykiss</i> mg/L LC50 static 2.2: 96 h <i>Lepomis macrochirus</i> mg/L LC50 static	4720: 96 h <i>Den-dronereides heteropoda</i> mg/L LC50

Persistence and Degradability: No information available.

Bioaccumulation: No information available.

Mobility: No information available.

Chemical Name	Partition Coefficient:
Adipic acid	0.081

### 13. Disposal Considerations

Waste from Residues/Unused Products: Disposal should be in accordance with applicable regional, national and local laws and regulations

### 14. Transport Information

#### DOT

Description: Not DOT Regulated

**15. Regulatory Information**International Inventories

AICS	Complies
TSCA	Complies
DSL/NDSL	Complies
EINECS/ELINCS	-
ENCS	Complies
IECSC	Complies
KECL	Complies
PICCS	Complies

Chemical Name	AICS	TSCA	DSL	NDSL	EINECS	ELINCS	ENCS	IECSC	KECL	PICCS
Adipic acid	Listed	Listed	Listed	-	Listed	-	(2)-858	Listed	KE-03754	Present
Petroleum distillates, hydrotreated light	Listed	Listed	Listed	-	Listed	-	(9)-1700	Listed	KE-12550	Present
Ethanaminium, N,N,N-trimethyl-2-[(1-oxo-2-propenyl)oxy]-, chloride, polymer with 2-propanamide	Listed	Listed	Listed	-	-	-	(6)-1817	Listed	KE-13136	Present
Alcohols, C11-14-iso-, C13-rich, ethoxylated	Present	Present	Present	-	-	-	Present	Present 40042	Present	Present

Inventory Legend

AICS - Australian Inventory of Chemical Substances  
TSCA - United States Toxic Substances Control Act Section 8(b) Inventory  
DSL/NDSL - Canadian Domestic Substances List/Non-Domestic Substances List  
EINECS/ELINCS - European Inventory of Existing Chemical Substances/European List of Notified Chemical Substances  
ENCS - Japan Existing and New Chemical Substances  
IECSC - China Inventory of Existing Chemical Substances  
KECL - Korean Existing and Evaluated Chemical Substances  
PICCS - Philippines Inventory of Chemicals and Chemical Substances

RESTRICTIONS - REACH TITLE VII No information available

US Federal RegulationsCERCLA

This material, as supplied, does not contain any substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355). There may be specific reporting requirements at the local, regional, or state level pertaining to releases of this material

Chemical Name	CERCLA Hazardous Substances and the Reportable Quantities	SARA Extremely Hazardous Substances EPCRA RQ	SARA Extremely Hazardous Substances TPQ
Adipic acid	5000 lb 2270 kg	-	-

SARA 313

Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product does not contain any chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372

SARA 311/312 Hazard Categories

Acute health hazard	Yes
Chronic health hazard	No
Fire hazard	No
Sudden release of pressure hazard	No
Reactive hazard	No

**U.S. State Right-to-Know Regulations**

**California Proposition 65:**

This product does not contain any Proposition 65 chemicals

**16. Other Information**

**National Fire Protection Association (NFPA) Ratings**



**Prepared By:** HSE Department

**Issue Date:** No data available

**Revision Date:** 07-Jan-2016

**Revision Note:** New Product

**Disclaimer:**

Please be advised that it is your responsibility to inform your employees of the hazards of this substance, to advise them of what these properties mean and be sure they understand exposure information. The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication.

The information presented herein, while not guaranteed, was prepared by competent technical personnel and is true and accurate to the best of our knowledge. No warranty or guaranty, express or implied, is made regarding performance, stability, or otherwise. This information is not intended to be all-inclusive as to the manner and conditions of use, handling, and storage. Other factors may require additional safety or performance considerations. While our technical personnel will be happy to respond to questions regarding safe handling and use procedures, the handling and use remains the responsibility of the consumer. No suggestions are intended as, and should not be constructed as, a recommendation to infringe on any existing patents or to violate any Federal, State, or local laws.

End of Safety Data Sheet

<i>Hawkins, Inc.</i>	Document Type	<b>STANDARD OPERATING PROCEDURE</b>		Page 1 of 19	
Document Title	<b>QUALITY ASSURANCE MANUAL</b>		Document Number	Revision	Effective Date
THIS DOCUMENT AND ALL INFORMATION CONTAINED HEREIN IS PROPRIETARY TO HAWKINS, INC. AND IS NOT TO BE DISCLOSED WITHOUT THE EXPRESS WRITTEN PERMISSION OF HAWKINS, INC.			<b>QAM</b>	04	28 AUG 13
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# *Hawkins, Inc.*

## *Quality Assurance Manual*

ISO 9001:2008

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<i>Hawkins, Inc.</i>	Document Type <b>STANDARD OPERATING PROCEDURE</b>	Page 2 of 19	
Document Title <b>QUALITY ASSURANCE MANUAL</b>	Document Number <b>QAM</b>	Revision <b>04</b>	Effective Date <b>28 AUG 13</b>
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Appendix

I The Hawkins, Inc. Quality Management System Processes

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## 1.0 Introduction and Scope

### Introduction

Hawkins began in 1938 as a partnership between two brothers, Kent and Howard J. Hawkins. The company was incorporated in 1955 and became a publicly held corporation in 1972. By continually expanding the core product lines, acquiring new businesses and developing new products and services, Hawkins has experienced continual growth throughout its history.

Hawkins, Inc. distributes packaged and bulk industrial chemicals, formulates and blends specialty chemicals and sells and services products and equipment for chemical feeding and control. Our customers include the chemical processing, metal finishing, pharmaceutical, pulp, paper and water treatment industries throughout the upper Midwest.

### Scope

The Scope of the Hawkins, Inc. quality system covers the formulation, manufacturing, sales and distribution of chemical products and equipment at the listed Hawkins locations. We exclude clause 7.3, as Hawkins provides products in accordance with customer specification and has no design responsibility.

Facility	Location	Activities
<b>Minneapolis</b>	Minneapolis, Minnesota	<ul style="list-style-type: none"> <li>▪ Bulk product receiving</li> <li>▪ Packaged product receiving</li> <li>▪ Distribution of bulk product</li> <li>▪ Distribution of packaged product</li> <li>▪ Manufacturing</li> <li>▪ Re-packing</li> </ul>
<b>Terminal 1</b>	St. Paul, Minnesota	<ul style="list-style-type: none"> <li>▪ Bulk product receiving</li> <li>▪ Packaged product receiving</li> <li>▪ Distribution of bulk product</li> <li>▪ Manufacturing</li> </ul>
<b>Terminal 2</b>	St. Paul, Minnesota	<ul style="list-style-type: none"> <li>▪ Bulk product receiving</li> <li>▪ Packaged product receiving</li> <li>▪ Distribution of bulk product</li> <li>▪ Manufacturing</li> </ul>
<b>Red Rock Terminal</b>	St. Paul, Minnesota	<ul style="list-style-type: none"> <li>▪ Bulk product receiving</li> <li>▪ Distribution of bulk product</li> <li>▪ Distribution of packaged product</li> <li>▪ Manufacturing</li> </ul>

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## 2.0 Quality Policy

*Hawkins, Inc. is dedicated to exceeding customer expectations by providing technical assistance and on-time delivery of the best quality products available from the chemical industry.*

*Our customers are our most important business partners, we will adapt to their changing needs at all times in an environment of continual improvement.*

*We will be an industry leader in continual improvement through teamwork, technical expertise and innovation in all of our business practices.*

*We will perform our work safely and will take a responsible role in the care of the environment and our community.*

This quality policy is understood, implemented and maintained throughout the Hawkins, Inc. organization.

  
 \_\_\_\_\_  
 Patrick Hawkins, President / CEO

07 OCT 11  
 Date

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### 3.0 Hawkins, Inc. Documented Quality System

<u>Section</u>	<u>Document Number</u>	<u>Document Title</u>
4.0	QAD-02	Controlled Documents Workflow Procedure (DCO)
4.0	10GEN-22	Documents of External Origin
4.0	QAD-05	Record Retention
5.0	OP 1.1	Management Review
5.0/7.0	OP 2.1	Customer Order Review
5.0	OP 9.1	Inspection, Measuring and Test Equipment
5.0/8.0	OP 17.1	Quality Objectives, Continual Improvement and Customer Satisfaction
6.0	CGEN-02	Training
7.0	OP 4.1	Purchasing
7.0	OP 5.1	Customer Supplied Product
7.0	OP 6.1	Product Identification and Traceability
7.0	OP 7.1	Equipment Preventive Maintenance
7.0	OP 7.2	New Product Realization
7.0/8.0	OP 8.1	Receiving, Inspection and Testing – Factory pack
7.0/8.0	OP 8.2	Receiving, Inspection and Testing – Bulk
7.0/8.0	OP 8.3	In-Process Inspection and Testing
7.0	OP 9.1	Inspection, Measuring and Test Equipment
7.0	OP 10.1	Inspection and Test Status
7.0/8.0	OP 13.3	Order Picking, Packaging, Final Inspection, Testing and Shipping Packaged Product
7.0	OP 13.2	Storage, Preservation and Inventory Control
7.0	OP 13.1	Product Handling
7.0	OP 13.8	Supplier Product Returns
8.0	OP 8.4	Laboratory Testing
8.0	CGEN-10	Customer Complaints
8.0	OP 13.7	Final Inspection, Testing and Shipping Bulk Products
8.0	OP 11.1	Control of Nonconforming Product
8.0	CGEN-04	Recall Procedure
8.0	GEN-23	Corrective Action/Preventive Action (CAPA) Investigations
8.0	CGEN-01	Internal Audit Program
8.0	CGEN-09	Rework
8.0	OP 13.4	Customer Product Returns

Note: Work instructions that support operating procedures are referenced in the operating procedures.

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## 4.0 Quality Management System

### 4.1 General Requirements

Hawkins has established, documented, implemented and maintains the quality system in accordance with the requirements of the ISO standard and customer requirements. Hawkins continually improves the quality management system.

To implement the quality management system, Hawkins has:

- identified and applied the processes needed for the quality management system.
- determined the sequence and interaction of these processes as described in this quality manual and the operating procedures.
- determined the criteria and methods required to ensure the effective operation and control of the processes as defined in this quality manual and the operating procedures.
- ensured the availability of resources and information necessary to support the operation and, the monitoring of processes as defined in this quality manual operating procedures and instructions.
- established and defined in this quality manual and the operating procedures systems to measure, monitor and analyze these processes, and implement action necessary to achieve planned results and continual improvement.

All processes are managed by Hawkins in accordance with the ISO standard, customer requirements, operating procedures and instructions.

When Hawkins outsources any processes, they are controlled to assure quality in accordance with Hawkins requirements in accordance with purchasing procedures.

### 4.2 Documentation Requirements

The quality management system documentation includes:

- this quality manual, documented procedures and instructions required by ISO and customer requirements.
- documents and records required to ensure effective planning, operation and process control.
- a documented quality policy and quality objectives.

#### Quality Manual

This controlled quality manual is maintained to include the following:

- the scope of the quality management system, including details of, and justification for any exclusions.
- and reference to documented procedures.
- a description of the sequence and interaction of the processes included in the quality management system as defined in appendix I.

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### **Control of Documents**

Documents required for the quality management system are controlled. A documented procedure is established to describe the following activities:

- the approval of documents for adequacy prior to issue.
- the review, revision and re-approval of revised documents.
- the identification of the current revision status of documents.
- relevant versions of documents are available at points of use.
- documents remain legible, readily identifiable and retrievable.
- documents of external origin are identified and their distribution is controlled.
- prevention of the unintended use of obsolete documents, and to provide suitable identification if retained.

### **Control of Records**

A documented procedure is established for the identification, storage, retrieval, protection, retention time and disposition of quality records. Records are maintained to provide evidence of conformance to requirements and of effective operation of the quality management system.

## **5.0 Management Responsibility**

### **5.1 Management Commitment**

Top management provides evidence of its commitment to the development and improvement of the quality management system by:

- communicating to Hawkins personnel the importance of meeting customer as well as statutory and regulatory requirements through training, meetings and on-going communication.
- establishing and maintaining the quality policy and quality objectives.
- conducting management reviews.
- ensuring the availability of the necessary resources.

### **5.2 Customer Focus**

Hawkins management ensures that customer needs and expectations are determined and converted into documented requirements in accordance with procedures and fulfilled with aim of achieving customer satisfaction.

### **5.3 Quality Policy**

Hawkins management ensures that the quality policy:

- is appropriate to the Hawkins organization.
- includes a commitment to meeting requirements and continual improvement.
- provides a framework for establishing and reviewing quality objectives.
- is communicated and understood at appropriate levels in the Hawkins organization.
- is reviewed during management review and maintained for continuing suitability.

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#### 5.4 **Planning**

##### **Quality Objectives**

Hawkins management ensures that quality objectives, including those needed to meet requirements for product are established at relevant functions and levels within the organization. Quality objectives are measurable, include goals that are consistent with the quality policy and are reviewed during management review.

##### **Quality Management System Planning**

Hawkins management ensures that:

- the planning of the quality management system is carried out in order to meet the requirements outlined in this manual as well as the quality objectives.
- the integrity of the quality management system is maintained when changes are planned and implemented.

#### 5.5 **Responsibility, Authority and Communication**

##### **Responsibility and Authority**

Hawkins management ensures that the responsibilities and authorities for personnel are defined in position descriptions, operating procedures and in appendix I of this manual.

##### **Management Representative**

Hawkins management has appointed a member of management who, irrespective of other responsibilities, has the responsibility and authority that includes:

- ensuring that the processes of the quality management system are established and maintained.
- reporting to top management on the performance of the quality management system, including needs for improvement and promoting awareness of customer requirements throughout Hawkins.

##### **Internal Communication**

Hawkins ensures that communication is established and that communication takes place regarding the effectiveness of the quality management system. Effectiveness of the quality management system is communicated through management review, meetings and quality related data available to all Hawkins personnel.

#### 5.6 **Management Review**

Hawkins management reviews the quality management system at defined intervals to ensure continuing suitability, adequacy and effectiveness. Management review evaluates the need for changes to the quality management system, including the quality policy and quality objectives. Records of management review are maintained.

##### **Review Input**

Inputs to management review include current performance and improvement opportunities relating to the following:

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- follow-up actions from previous management reviews.
- results of internal, customer and third party quality audits.
- customer feedback information.
- the status of documented quality objectives.
- process performance and product conformance.
- the status of preventive and corrective actions.
- changes that could affect the quality management system.
- recommendations for improvement.
- suitability of the quality policy.

### **Review Output**

The outputs from management review include decisions and actions related to:

- improvement of the effectiveness of the quality management system and its processes.
- improvement of product related to customer requirements.
- resource needs.
- suitability, adequacy and effectiveness of the quality management system.

## **6.0 Resource Management**

### **6.1 Provision of Resources**

During management meetings and management review, Hawkins determines the resources needed to:

- implement and maintain the quality management system and continually improve its effectiveness.
- enhance customer satisfaction by meeting customer requirements.

These resources are provided to maintain and improve the quality management system.

### **6.2 Human Resources**

Personnel who are assigned responsibilities defined in the quality management system are competent on the basis of applicable education, training, skills and experience.

#### **Competence, Awareness and Training**

Hawkins shall:

- determine and define the competency needs for personnel performing activities affecting quality in position descriptions.
- provide training to personnel performing work affecting product and service quality.
- evaluate the effectiveness of the training provided through testing and/or auditing of activities.
- ensure that employees are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives through memos and meetings.
- maintain records of relevant education, training, skills and experience.

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### 6.3 **Infrastructure**

Hawkins determines, provides and maintains the infrastructure needed to achieve product conformity.

Infrastructure includes:

- buildings and workspace.
- process equipment, both hardware and software.
- supporting services.

### 6.4 **Work Environment**

Hawkins determines, and manages the work environment needed to achieve conformity to product requirements.

## 7.0 **Product Realization**

### 7.1 **Planning of Product Realization**

Hawkins plans and develops the processes needed for product realization as defined in procedures. Planning of product realization is consistent with the other processes of the quality management system and suitable for the Hawkins method of operation.

Hawkins determines the following for product realization:

- product quality objectives and requirements through the review of customer order requirements.
- the necessary processes, documents and resources specific to the product.
- verification, monitoring, inspection and testing activities specific to the product and the criteria for product acceptance are defined in procedures, instructions and specifications
- validation will be performed whenever possible.
- the records needed to provide evidence that the realization processes and the resulting product.
- meet defined requirements.

### 7.2 **Customer Related Processes**

#### **Determination of Requirements Related to the Product**

Hawkins determines:

- requirements specified by the customer, including the requirements for delivery and post-delivery activities through the review of customer order requirements.
- requirements not specified by the customer but necessary for intended or specified use.
- applicable statutory, regulatory and additional requirements related to the product.
- Any additional requirements determined by Hawkins.

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### **Review of Requirements Related to the Product**

Prior to making a commitment to supply a new or revised product or service to a customer, Hawkins reviews the requirements related to the product through the review of the customer requirements.

Hawkins ensures that:

- Hawkins has the capability to meet customer requirements.
- product or service requirements are defined.
- where the customer provides no documented statement of requirement, customer requirements are confirmed before acceptance.
- contract or order requirements differing from those previously expressed are resolved.

The results of customer order review and follow-up actions are recorded.

Where product requirements are changed, Hawkins ensures that relevant documentation is amended and, that appropriate personnel are made aware of the changed requirements.

### **Validation of Processes for Production and Service Operation**

Processes where the resulting output cannot be fully verified by inspection, testing, monitoring and verification are defined, validated and re-validated as appropriate. This includes any processes where deficiencies become apparent only after the product is in use. These processes shall be identified and performed by trained personnel using qualified equipment.

#### **7.3 Design and Development**

Hawkins provides product in accordance with customer specifications and has no design responsibility.

#### **7.4 Purchasing**

##### **Purchasing Process**

Hawkins controls the purchasing process to ensure purchased product conforms to requirements. The type and extent of control is dependent upon the effect of the purchased product on the final product.

Hawkins evaluates and selects suppliers based on their ability to supply product in accordance with Hawkins requirements. Criteria for selection and periodic evaluation is established and defined. The results of evaluation and follow-up actions are recorded

##### **Purchasing Information**

Purchasing information describe the product to be purchased, including where appropriate:

- requirements for approval of product, procedures, processes and equipment.
- quality management system requirements.
- requirements for qualification of personnel.

Hawkins ensures the adequacy of specified requirements prior to their release to the supplier.

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### **Verification of Purchased Product**

Hawkins performs receiving inspection and testing and/or other verification activities necessary to verify the quality of purchased product.

Where Hawkins or its customer proposes to perform verification activities at the supplier's premises, Hawkins specifies the intended verification arrangements and method of product release in the purchasing information provided to the supplier.

## **7.5 Production and Service Provision**

### **Control of Production and Service Provision**

Hawkins controls production and service operations through:

- the availability of documentation that describes the characteristics of the product.
- where necessary, the availability of work instructions.
- the use of suitable equipment.
- the availability and use of measuring and monitoring devices.
- the implementation of monitoring and measurement activities.
- the implementation of release, delivery and post-delivery activities.

### **Validation of Processes for Production and Service Operation**

Hawkins has no processes where the resulting output cannot be verified by inspection, testing, monitoring and verification activities.

### **Identification and Traceability**

Hawkins identifies product by suitable means throughout production operations. The status of the product with respect to measurement and monitoring requirements are identified throughout the operation.

Where traceability is a requirement, Hawkins controls and records the unique product identification.

### **Customer Property**

Hawkins exercises care with customer property while it is under Hawkins control. Customer property is identified, verified and protected. Customer property that is lost, damaged or found to be unsuitable for use is recorded and reported to the customer.

### **Preservation of Product**

Hawkins preserves conformity of product and components during processing and delivery to the intended destination. Preservation includes identification, handling, packaging, storage and protection.

## **7.6 Control of Measuring and Monitoring Devices**

Hawkins identifies the measurements to be made and the measuring and monitoring devices required to assure conformity of product to specified requirements. Processes are established to ensure that monitoring and measurement can be carried out in a manner that is consistent with

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monitoring and measurement requirements. Software used for measuring and monitoring is verified.

Where applicable, measuring and monitoring devices shall:

- be calibrated and adjusted periodically or prior to use, against devices traceable to international or national standard. Where no such standards exist, the basis used for calibration is recorded.
- be identified to indicate calibration status.
- be adjusted or re-adjusted as necessary.
- be safeguarded from adjustments that would invalidate calibration.
- be protected from damage and deterioration during handling, maintenance and storage.
- have the results of calibration recorded.
- have the validity of previous results re-assessed if they are found to be out of calibration. Corrective action is taken if necessary.
- where software is used for measuring and monitoring is verified.

## 8.0 Measurement, Analysis and Improvement

### 8.1 General

Hawkins plans and implements the measurement and monitoring, analysis and improvement processes needed to:

- demonstrate conformity of the product and the quality management system.
- continually improve the effectiveness of the quality management system.

Hawkins determines applicable methods, including the use of statistical techniques.

### 8.2 Monitoring and Measurement

#### **Customer Satisfaction**

Hawkins monitors information relating to customer perception to determine if Hawkins has met customer requirements. The methods for obtaining and using this information are documented.

#### **Internal Audit**

Hawkins conducts internal audits at planned intervals to determine whether the quality management system:

- conforms to the requirements of ISO and the Hawkins organization.
- is effectively implemented and maintained.

Hawkins plans the audit program taking into consideration the status and importance of the activities and areas to be audited as well as the results of previous audits. The audit scope, frequency and methodologies are defined. Auditors shall not audit their own work.

A documented procedure includes the responsibilities and requirements for conducting audits, ensuring auditor independence, objectivity and impartiality. Results of internal audits are recorded and reported to management. Management takes timely corrective action, without

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undue delay on deficiencies found during the audit. Follow-up actions shall include the verification of the actions taken and the reporting of the verification results.

### **Monitoring and Measurement of Processes**

Hawkins applies suitable methods for measurement and monitoring and where applicable, measurement of the quality management processes. These methods demonstrate the ability of the process to achieve intended results. When planned results are not achieved, corrective action is taken to ensure product conformity.

### **Monitoring and Measurement of Product**

Hawkins measures and monitors the characteristics of the product to verify that requirements for the product are met. This is carried out at appropriate stages of the product realization process in accordance with procedures and instructions.

Evidence of conformity with the acceptance criteria is documented. Records indicate the authority responsible for release of product. Product release and service delivery does not proceed until all the specified activities have been satisfactorily completed, unless otherwise approved by a relevant authority and, where applicable, by the customer.

### **8.3 Control of Nonconforming Product**

Hawkins ensures that product which does not conform to requirements is identified and controlled to prevent unintended use or delivery. These activities are defined in a documented procedure.

Nonconforming product is corrected and subject to re-verification after correction to demonstrate conformity. When nonconforming product is detected after delivery or use has started, Hawkins takes appropriate action regarding the consequences of the nonconformity.

Hawkins maintains records of nonconformity and the actions taken including concessions obtained.

### **8.4 Analysis of Data**

Hawkins collects and analyzes appropriate data to determine the suitability and effectiveness of the quality management system and to identify improvements that can be made. This includes data generated by measuring and monitoring activities and other relevant sources.

Hawkins analyzes this data to provide information on:

- customer satisfaction and/or dissatisfaction.
- conformance to customer requirements.
- characteristics of processes, product and their trends.
- supplier performance.

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## 8.5 Improvement

### Continual Improvement

Hawkins plans and manages the processes necessary for the continual improvement of the quality management system. Hawkins facilitates the continual improvement of the quality management system through the use of the quality policy, objectives, audit results, analysis of data, corrective and preventive actions and management review.

### Corrective Action

Hawkins takes corrective action to eliminate the cause of nonconformities in order to prevent recurrence. Corrective action is appropriate to the effects of the problems encountered. The results of corrective action are presented for management review.

The documented procedure for corrective action defines the requirements for:

- reviewing nonconformities (including customer complaints).
- determining the causes of nonconformity.
- evaluating the need for actions to ensure that nonconformities do not recur.
- determining and implementing the corrective action needed.
- recording results of action taken.
- reviewing of corrective action taken.

### Preventive Action

A documented procedure defines the requirements for preventive action. Hawkins identifies and performs preventive actions to eliminate the causes of potential nonconformities to prevent occurrence. Preventive actions taken are appropriate to the impact of the potential problems. Preventive actions and are recorded and presented for management review.

## 8.6 Product Stewardship

- A process to qualify customers as prescribed by governmental regulation.
- Member companies should work with stakeholders to foster appropriate dissemination of information on the proper use, handling, and disposal of products commensurate with product risk.

## 8.7 Waste Management and Conservation Practices

- Procedures to ensure that all self-generated waste and empty containers are disposed of in a responsible manner and in accordance with existing regulations.
- A clear commitment by senior management through policy communications, resources, and programs to ongoing waste reductions and pollution prevention at each member facility.
- C. A commitment to institute resource conservation measures.

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**APPENDIX I**  
**The Hawkins, Inc. Quality Management System Processes**

**See Attached Spreadsheet**

**Note:** Operating procedures are supported by work instructions, specifications and forms

**REVISION HISTORY**

<u>Revision Level</u>	<u>Effective Date</u>	<u>DCO #</u>	<u>Description of Change</u>
01	15 FEB 12	12061	Update format and document references
02	05 SEP 12	12249	Include sections 8.5 and 8.6 for NACD compliance
03	29 APR 13	13140	Update document list section 3.0
04	28 AUG 13	13221	Change company address, update quality processes

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**Appendix I: The Hawkins, Inc. Quality Management System Processes**

#	Process	Activities	Inputs	Outputs	Customer(s)	Criteria
1	Sales/Customer Service	<ul style="list-style-type: none"> <li>• Provide specifications</li> <li>• Prepare quotes</li> <li>• Answer customer inquiries</li> <li>• Take orders</li> <li>• Review orders</li> <li>• Send to Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Sales literature</li> <li>• Pricing schedules</li> <li>• Customer needs</li> </ul>	<ul style="list-style-type: none"> <li>• Customer orders</li> <li>• Clearly defined requirements</li> </ul>	<ul style="list-style-type: none"> <li>• External customers</li> <li>• Planning</li> <li>• Warehouse</li> </ul>	<ul style="list-style-type: none"> <li>• Revenue growth</li> <li>• Net income growth</li> </ul>
2	Planning	<ul style="list-style-type: none"> <li>• Prioritize orders</li> <li>• Maintain stock levels</li> <li>• Combine jobs to maximize efficiency</li> <li>• Publish schedule</li> <li>• Amend schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Customer orders</li> <li>• Warehouse capacity</li> <li>• Feedback from all functions</li> </ul>	<ul style="list-style-type: none"> <li>• Planning schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Warehouse</li> <li>• Shipping</li> <li>• Receiving</li> </ul>	<ul style="list-style-type: none"> <li>• % on-time delivery to customer</li> <li>• Manufacturing efficiency</li> </ul>
3	Purchasing	<ul style="list-style-type: none"> <li>• Quality suppliers</li> <li>• Monitor supplier performance</li> <li>• Process purchase orders</li> <li>• Maintain approved supplier list</li> <li>• Improve supplier performance</li> </ul>	<ul style="list-style-type: none"> <li>• Requirements from all functions</li> <li>• Pricing information</li> <li>• Historical supplier performance</li> </ul>	<ul style="list-style-type: none"> <li>• Purchased products</li> <li>• Data on supplier performance</li> </ul>	<ul style="list-style-type: none"> <li>• All functions of Hawkins, Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• % on-time delivery</li> <li>• Net income growth</li> </ul>
4	Receiving	<ul style="list-style-type: none"> <li>• Verify incoming product</li> <li>• Stage materials in warehouse</li> <li>• Communicate status to purchasing</li> <li>• Process non-conforming products, as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Product requirements on purchase orders</li> <li>• Purchased products</li> </ul>	<ul style="list-style-type: none"> <li>• Conforming products</li> <li>• Records of incoming inspection</li> </ul>	<ul style="list-style-type: none"> <li>• All functions of Hawkins, Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• Manufacturing efficiency</li> <li>• No loss time accidents</li> <li>• Net income growth</li> </ul>
5	Manufacturing/ Repackaging	<ul style="list-style-type: none"> <li>• Mixing products</li> <li>• Repackaging products</li> <li>• Labeling</li> <li>• Inspect and test</li> </ul>	<ul style="list-style-type: none"> <li>• Production schedule</li> <li>• Product specifications</li> <li>• Purchased supplies and materials</li> </ul>	<ul style="list-style-type: none"> <li>• Final product</li> <li>• Test data</li> </ul>	<ul style="list-style-type: none"> <li>• External customers</li> <li>• Shipping</li> </ul>	<ul style="list-style-type: none"> <li>• % on-time delivery</li> <li>• Manufacturing efficiency</li> <li>• No loss time accidents</li> <li>• Net income growth</li> </ul>
6	Shipping	<ul style="list-style-type: none"> <li>• Packaging products</li> <li>• Labeling</li> <li>• Preparing paperwork with shipment</li> <li>• Scheduling trucks</li> <li>• Shipping to customers</li> <li>• Monitoring shipments</li> </ul>	<ul style="list-style-type: none"> <li>• Production schedule</li> <li>• Final product</li> <li>• Shipping supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Shipped product</li> <li>• No damage</li> </ul>	<ul style="list-style-type: none"> <li>• External customers</li> <li>• Manufacturing</li> </ul>	<ul style="list-style-type: none"> <li>• % on-time delivery</li> <li>• No loss time accidents</li> <li>• Net income growth</li> </ul>
7	Document and record control	<ul style="list-style-type: none"> <li>• Control documents</li> <li>• Ensure accessibility</li> <li>• Ensure periodic review of documents</li> <li>• Maintain records</li> </ul>	<ul style="list-style-type: none"> <li>• Document control procedure</li> <li>• Record control procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Valid documents</li> <li>• Accessible records</li> </ul>	<ul style="list-style-type: none"> <li>• All functions of Hawkins, Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal audit results</li> </ul>

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#	Process	Activities	Inputs	Outputs	Customer(s)	Criteria
8	Training and development	<ul style="list-style-type: none"> <li>• Assist in determining competency requirements</li> <li>• Provide training</li> <li>• Evaluate effectiveness</li> <li>• Develop new training</li> <li>• Administer OJT program</li> <li>• Administer new employee orientation</li> <li>• Maintain records</li> </ul>	<ul style="list-style-type: none"> <li>• Competency requirements</li> <li>• Gaps in personal competency</li> <li>• Training checklists</li> </ul>	<ul style="list-style-type: none"> <li>• Increased skills, knowledge, understanding</li> <li>• More effectiveness</li> <li>• Records of training</li> </ul>	<ul style="list-style-type: none"> <li>• All functions of Hawkins, Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal audit results</li> </ul>
9	Management review	<ul style="list-style-type: none"> <li>• Analyzing data</li> <li>• Discussing issues</li> <li>• Determining actions and decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Data</li> <li>• Information</li> <li>• Ideas</li> <li>• Problems</li> <li>• Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Actions</li> <li>• Decisions</li> <li>• Improvements</li> <li>• Management review records</li> </ul>	<ul style="list-style-type: none"> <li>• All functions of Hawkins, Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• Revenue growth</li> <li>• Net income growth</li> <li>• Internal audit results</li> </ul>
10	Improvement processes	<ul style="list-style-type: none"> <li>• Corrective action</li> <li>• Preventive action</li> <li>• Objectives</li> <li>• Customer satisfaction</li> <li>• Internal auditing</li> </ul>	<ul style="list-style-type: none"> <li>• Customer feedback</li> <li>• Data</li> <li>• Trends</li> <li>• Nonconformities</li> <li>• Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Improvement</li> <li>• Customer loyalty</li> <li>• Long-term success</li> </ul>	<ul style="list-style-type: none"> <li>• All functions of Hawkins, Inc.</li> <li>• External customers</li> </ul>	<ul style="list-style-type: none"> <li>• Revenue growth</li> <li>• Net income growth</li> <li>• Internal audit results</li> </ul>

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# Hawkins Safety Training Policy

## HAWKINS, INC.

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## Purpose

The purpose of this policy is to provide guidance for the completion and documentation of all safety training. Per OSHA regulations, most job functions require all employees to receive job specific training prior to performing assigned job tasks.

## Scope

This policy applies to all work operations at Hawkins including Vertex and Water Treatment Group and may be used as a guidance document to understand individual expectations to maintain compliance.

## Copies of Program

Copies of the written program may be obtained from Hawkins Portal / HSE Team Site.

## Responsibilities

### Health, Safety, and Environmental (HSE) Department

The HSE department will review and update all training material in the Gensuite 'My Training Tracker' application as well as the Vivid Learning Management System to ensure content accuracy and applicability. A company-wide training completion status report will be included in the HSE Quarterly Update. In addition to the Gensuite 'My Training Tracker' application and Vivid Learning Management System, the HSE department will conduct monthly training Webinars and log all attendee information in Gensuite so employees are credited for their participation.

### Plant Manager/Supervisor

Managers and Supervisors are required to ensure all employees complete their required training for their respective facilities. All Manager/Supervisor led trainings must be recorded in the Gensuite 'Training Tracker' application for each employee in attendance. In the event of a regulatory inspection, managers/supervisors must be able to access training records for each training. Instructions can be found in the HSE SharePoint, under Team Sites in the Hawkins Portal and in the Appendices following this policy. If unavailable, please contact the HSE Department for assistance.

### Affected Employees

Employees are required to complete monthly trainings prior to the due date. Employees may access their trainings through the Gensuite 'My Training Tracker' application, the Vivid Learning Management System, attending a Webinar, or participating in a manager/supervisor led training. If an employee attends a Webinar, associated training document(s) (sent as an attachment to the training invite) must be completed and sent to [HSE@hawkinsinc.com](mailto:HSE@hawkinsinc.com) within 48 hours of the training. For their most current training completions employees must refer to the 'My Training Tracker' application in Gensuite.

### Training Options

1. Webinar
  - a. Organized and conducted by HSE on a regular basis for some required trainings
  - b. An invitation will be sent out to everyone.
  - c. Employees are encouraged to attend when possible.
  - d. All training material must be completed and sent to [HSE@hawkinsinc.com](mailto:HSE@hawkinsinc.com) within 48 hours of the training.
2. Gensuite 'My Training Tracker' application
  - a. The training due for each month can be found in the HSE Portal.
    - i. Hawkins Portal → Team Sites → HSE (first item on the front page)

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NOTE: Trainings launched from the Gensuite 'My Training Tracker' application may not work on mobile devices or WYSE terminals.

3. Gensuite Training Tracker (This is a different application than 'My Training Tracker' )
  - a. This is a management tool for managers and supervisors to log trainings.
  - b. Group trainings can be conducted using the available PowerPoints/videos.
  - c. Trainings can be found on Hawkins Portal → Team Sites → HSE → Training Presentations → Group Training Presentations and Quizzes.
  - d. Once training is complete, supervisors and managers will follow Gensuite instructions to log the attendance on Training Tracker.
4. Vivid Learning Management System
  - a. The training videos are an exact copy to those found on Gensuite.
  - b. This site has an external login – each employee will receive a username and password, along with a link to the website, upon account activation.
  - c. Trainings can be accessed using iPads or some other mobile devices.
  - d. WYSE terminals may not support video streaming.
  - e. Training is saved in sections, allowing the option to review the entire presentation in one sitting or review each section separately.
  - f. Quiz will be available once all the sections of the training are reviewed.
  - g. Completed trainings will be uploaded to Gensuite Training Tracker by the HSE Department on a regular basis.

## Regulatory Requirements

The specific trainings assigned to each person are dependent on their job title. The mandatory trainings must be completed prior to the due dates in order to remain in compliance with the various regulatory bodies requiring the training.

### DOT Driver Training

All DOT drivers are required to carry a Commercial Drivers License (CDL) prior to assignment. Drivers must review all the trainings required by OSHA and other specific training courses as assigned (e.g. Safe Driving). These will be populated in the Gensuite "My Training Tracker" or in the Vivid Learning Management System (LMS). In addition, drivers must review the SDS's for products they deliver.

### HAZWOPER Training

Hawkins Industrial employees are trained in HAZWOPER to respond to a hazardous substance release. Please refer to the HAZWOPER Program for training requirements.

## Procedure Review

The Hawkins Safety Training Policy will be reviewed and updated when applicable. All training records will be retained in Gensuite permanently.

## Enforcement

Compliance with all safety rules, including the timely completion of mandatory training, is considered a condition of employment. Supervisors and Human Resources reserve the right to discipline non-compliant employees, up to and including termination, for failure to follow the requirements in this policy.

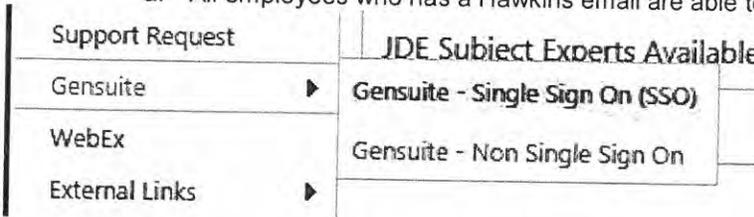
## Reference

29 CFR Part 1910 Standards for General Industry.

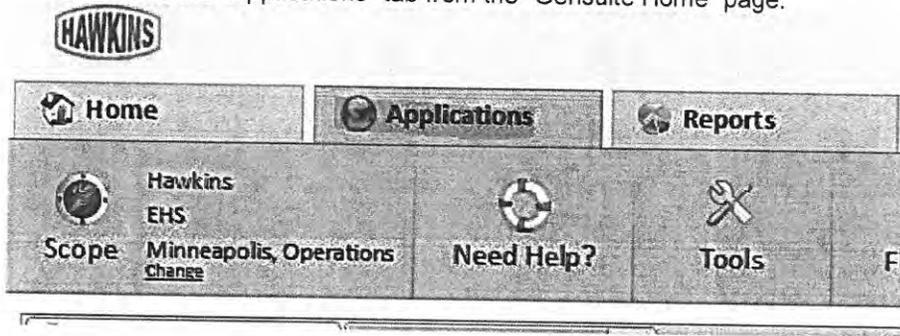
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## Appendix A: Access "My Training Tracker" Application

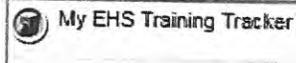
1. From the Hawkins Portal select Gensuite → Gensuite – Single Sign On (SSO)
  - a. All employees who has a Hawkins email are able to use the SSO function.



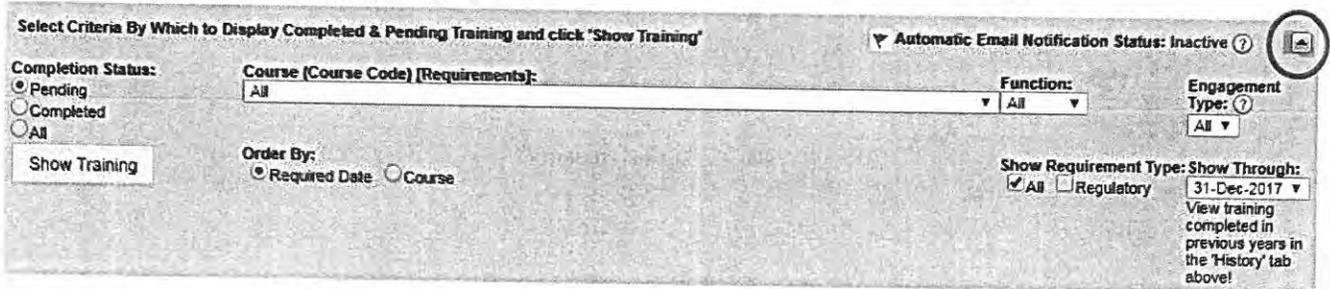
2. Select the "Applications" tab from the "Gensuite Home" page.



3. Click on the "My Training Tracker" application to access the assigned training.



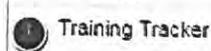
4. The "Search Criteria" option may be used to find the pending and completed courses. Click on the highlighted arrow to open the menu.



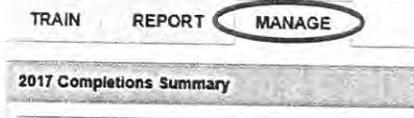
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## Appendix B: Add Training Records

1. Select the "Training Tracker" application from the "Gensuite Home" page, under the Applications tab.



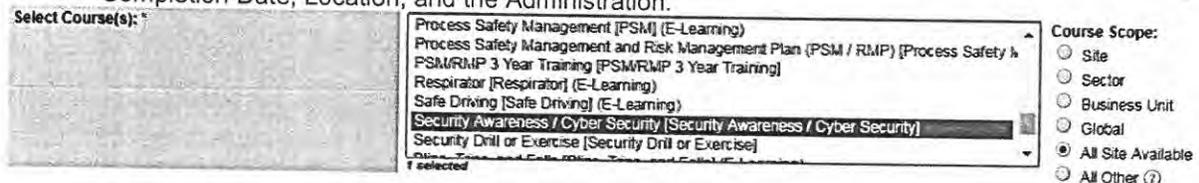
2. Select the "Manage" tab from the "Gensuite Training Tracker" page.



3. From the "Manage Training Tracker" section, click on the "Training" dropdown menu. Select "Log Completions"



4. Select the applicable course or courses from the "Select Course(s)" section. Add the Training Completion Date, Location, and the Administration.



5. Find the employees who attended the course by following the following steps:
  - a. Click on the magnifying glass:

Employee ID: \*

- b. Look up the employee(s) by their last name and click on "Search Employees"
- c. Click on the check box to the left of the name to select the employee
- d. A notification would appear, click "OK"
- e. The employee will appear on the "Persons Trained Display List." Continue to search and add all applicable employees.



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**Training**

hawkins.gensuite.com says:

Employee ID: jody.jarvais@hawkinsinc.com successfully ADDED in the underlying Employees list.

You will not receive additional alert messages if additional employees are added.

**Lookup Employees**

**Search Employees** [show more filters]

Status:  Active  Inactive  All

SSO ID:

Last Name:

Employee ID (SSO/OHR ID)	Employee
<input type="checkbox"/> Check All	
<input type="checkbox"/> jody.jarvais@hawkinsinc.com	Jarvais, Jody

1 record(s)

f. Once all employees are added, click on "Log Training".

Employee ID: \*

Evaluation (optional):

Check here if you wish to attach Evaluation (if provided in the evaluation input box) for each employee selected from the Employees list above

Persons Trained Display List:

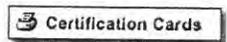
jody.jarvais@hawkinsinc.com

1 selected  
Last Selection: jody.jarvais@hawkinsinc.com |

g. The following page will appear, where any quizzes or other training completion documentation.

Employee ID (SSO/OHR ID)	Name Business Unit / Site	Action	Training Completion Documents
jody.jarvais@hawkinsinc.com	Jarvais, Jody Water Treatment, BP65 - Centralia	Training record Added.	Attach Completion Documents

Changes made to the Training Tracker Site Summary page will be reflected the next time it is re-loaded.



- h. In order to add documents, Click on "Attach Completion Documents".
- i. From the following page select the documents saved in the computer and click on "Attach File."

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**Details**

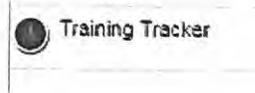
- **Employee Name:** Jarvis, Jody [ID: 10074]
- **Training Title:** Security Awareness / Cyber Security (Security Awareness / Cyber Security) [ID: 23]
- **Training Date:** 21-Jul-2017

<b>Document:</b> ?	<input type="button" value="Choose File"/> No file chosen <b>Note:</b> Uploaded file must be one of the following formats: doc, xls, ppt, mdb, zip, b gif, htm, html, jpg, pdf.
<b>Document Caption:</b> <i>(optional)</i>	<input type="text"/> <i>Max characters: 100</i>

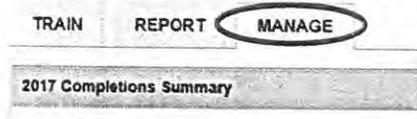
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## Appendix C: Remove Incorrectly Added Training Records

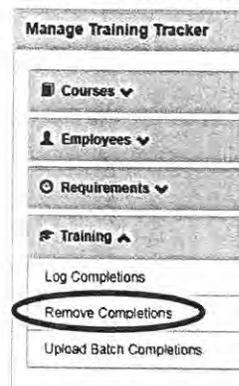
1. Select the "Training Tracker" application from the "Gensuite Home" page, under the Applications tab.



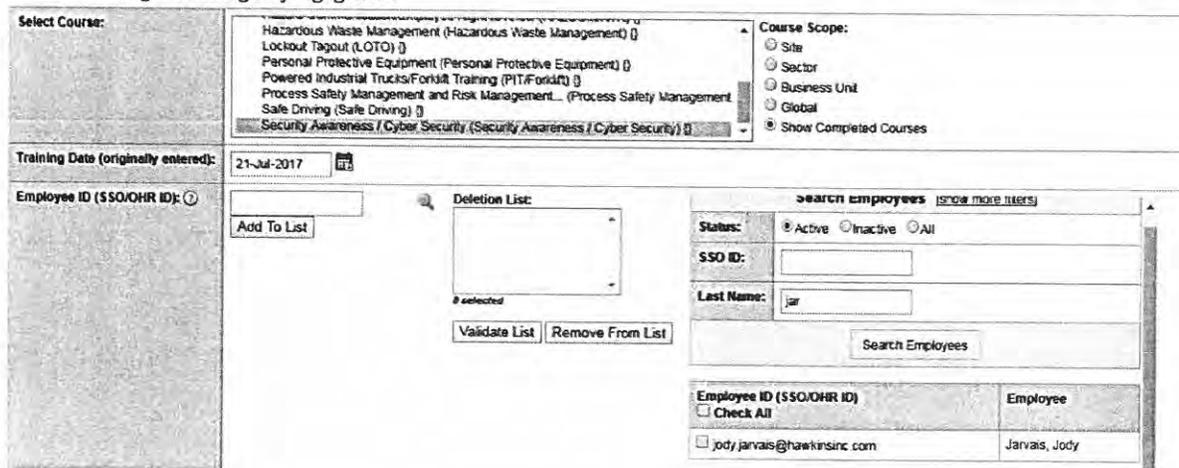
2. Select the "Manage" tab from the "Gensuite Training Tracker" page.



3. From the "Manage Training Tracker" section, click on the "Training" dropdown menu. Select "Remove Completions"



4. Select the course to be deleted, the date it was entered on Gensuite, and find the employee(s) using the magnifying glass.



**Select Course:**

- Hazardous Waste Management (Hazardous Waste Management) [ ]
- Lockout Tagout (LOTO) [ ]
- Personal Protective Equipment (Personal Protective Equipment) [ ]
- Powered Industrial Trucks/Forklift Training (PIT/Forklift) [ ]
- Process Safety Management and Risk Management... (Process Safety Management) [ ]
- Safe Driving (Safe Driving) [ ]
- Security Awareness / Cyber Security (Security Awareness / Cyber Security) [ ]

**Course Scope:**

- Site
- Sector
- Business Unit
- Global
- Show Completed Courses

**Training Date (originally entered):** 21-Jul-2017

**Employee ID (SSO/OHR ID):** [ ]

**Add To List**

**Deletion List:**

# selected

**Validate List** **Remove From List**

**search employees** [SHOW MORE ITEMS]

**Status:**  Active  Inactive  All

**SSO ID:** [ ]

**Last Name:** jar

**Search Employees**

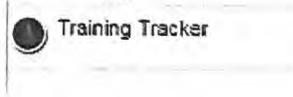
Employee ID (SSO/OHR ID)	Employee
<input type="checkbox"/> Check All	
<input type="checkbox"/> jody.jarvais@hawkinsinc.com	Jarvais, Jody

5. Click "OK" on the notification that appears once the check box is clicked.
6. The employee will appear on the "Deletion List."
7. Continue to add other employees.
8. Click on "Delete Training" and "Yes" on the confirmation notifications.

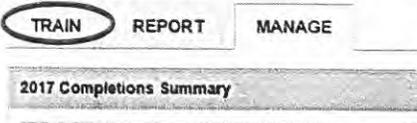
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## Appendix D: Reviewing Employee Training Completions

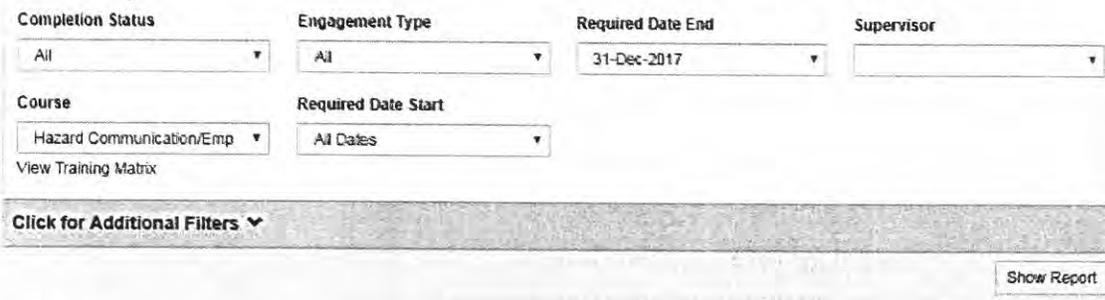
1. Select the "Training Tracker" application from the "Gensuite Home" page, under the Applications tab.



2. Select the "Train" tab from the "Gensuite Training Tracker" page.



3. From the "Train" page, select the desired "Completion Status" and "Course". And click on "Show Report".



Completion Status: All  
Engagement Type: All  
Required Date End: 31-Dec-2017  
Supervisor:   
Course: Hazard Communication/Emp  
Required Date Start: All Dates  
View Training Matrix  
Click for Additional Filters  
Show Report

Note: The report will allow training completions to be logged by clicking on the check box and adding the training completion date.

4. In order to see all the courses available and training completions, leave the "Course" bar blank (or select "Global").
  - a. Find and click on the Course name to see training completions by employee.

Course
Emergency Response
Hazardous Waste Management
Fire Safety
Security Awareness / Cyber Security
Bloodborne Pathogens Overview
Lockout Tagout
AWAIR TRAINING 2017
Process Safety Management and Risk

Required	Employee Employee ID Title	Comp/Pay Code Dept	Job Catego Shift Supervisor
27-Sep-16	Jarvais, Jody jody.jarvais@hawkinsinc.com Warehouse/Branch/Regional- Mgr	None None	Warehouse/ Mgr None None
03-Mar-17	Lichtenfels, Jarid jarid.lichtenfels@hawkinsinc.com Technical-Sales-Rep	None None	Warehouse/ Mgr None None

OR

- b. Select the icon below and click on "Show Report".

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Note: For an Excel spreadsheet with the above information, click on the icon below.



	TITLE		Policy Number	
	<b>Hawkins Safety Training Policy</b>		<b>Safety Policy – 31</b>	
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## REVISION HISTORY LOG

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE
A		New policy

### Revision Approval

Mike Donaldson, HSE Manager, 17 AUG 2017

Name, Title, & Date

Revision:

    A