

Waste Management Compliance Cheat Sheet

WM Pre-dispatch

The pre-dispatch documents must be completed BEFORE TA is dispatched to Waste Management the first time.

Required documents:

- **Form I-9**
- **E-Verify** (for WM only)
(TAs must be E-Verified on the first day of dispatch or the TA will be DNRd to WM)
- **Sex Offender Registry Check**
(FBI website
<http://www.nsopw.gov/Core/Portal.aspx>)
- **Safety Training Form-TA's time must be compensated**
(TA MUST watch WM Safety Video before being dispatched)
You can watch the DVD or training video website @
https://www.dropbox.com/sh/rswk92v77rya36m/2R_E7s8nOC

Please verify the following items before sending the forms:

Form I-9

- the TA has signed on the correct line in section 1, they must sign BETWEEN the two signature lines
- the TA's address is complete and on the correct lines (PO Boxes are not allowed)
- the TA's start date is included in the certification section in section 2 (date Form I-9 is completed)
- the CSR reviewing the documents has signed and dated the form;
- the branch address is complete in section 2

Sex Offender Check Form

- Sex offenders cannot work for WM, no exceptions
- send the SEX OFFENDER CHECK form that the branch completes not the Sex Offender Disclosure form signed by the TA
- the date of search is filled in
- a SINGLE box is checked
- the CSR who ran the search signed and dated the form

Safety Training Form

- Both the TA and the CSR have signed and DATED the form
- The TA's name is clearly PRINTED on the top of the form

E-mail documents to wmcompliance@trueblueinc.com (pdf format is preferred)

If you are unable to e-mail the documents, fax the documents to 253-502-5845. Be sure to include a fax coversheet with the branch number and number of pages with the fax.

Drug and Background

ALL drug and background screening MUST be done through the WASTE MANAGEMENT PORTAL

TAs must be compensated for their time to complete compliance requirements.

Waste Management Portal Website:

<https://www.edrugtest.com/CustomerStyles/WasteManagement/Login-Main.asp>

Drug and background screens should be IN PROCESS by the time a TA reaches 300 hours.

Exceptions:

- As a rule of thumb, TAs who work in an office capacity or work around money must be drug and background screened PRIOR to their first dispatch.
- Sorters are not required to be drug and background screened but can ONLY work as a sorter once they have reached 300 hrs (sorters are TAs who work on a conveyor belt in a recycling facility).

Please be aware of the following branch responsibilities:

- The branch is responsible for checking the Waste Management portal for results of their TA's tests.
- All TAs who have failed a drug or background test MUST be removed from all Waste Management sites within 24 hours of when the results are posted – no exceptions.
- TAs who fail or refuse screening must be DNRd for all Waste Management sites on the ratings tab in their Ellis profile. Please use customer number 273-000.

Directive from Waste Management Corporate:

- No WM Manager or employee has the authority to approve a new start without the required screening requirements.
- No WM Manager or employee has the authority to approve an ongoing assignment for a TA that has not passed his/her screening requirements.

If you have any questions, do not have access to the portal or are unsure of how to enter a TA in the portal please call: **Waste Management Help Desk** at 866-475-7611