



HTI

Polymer, Inc. 18702 142nd Ave NE Woodinville, WA 98072

Tape and Adjacent Surfaces

7 November 2019

Purpose: This document establishes guidelines to be used by all HTI Polymer employees when using tape on surfaces at a customer's location. This guideline shall be used in conjunction with HTI Polymer's Corporate Safety Plan.

1. Protecting a customer's facility and ensuring that we do not cause damage is paramount to us taking care of the customer along with our long term relationships and ensuring that we do not incur unnecessary costs.
2. When applying tape to any painted surface or signage only blue painters' tape will be used. No exceptions.
3. Residue of tape will be removed from all adjacent surfaces prior to us conducting the job walk with the customer and leaving the job site.
4. All adjacent surfaces will be taped off prior to any work of removal, preparation or installation.
5. All Foreman and Superintendents will ensure proper amounts of tape are available for all jobsites prior to the start of the job. If you need assistance in getting low residue tape in large or bulk quantities contact the purchasing manager in the main office. Any issues contact the undersigned.

All questions on this policy can be sent to the undersigned at jesst@htipolymer.com

Jess Todd
Director of Field Operations
HTI Polymer, Inc.
Safety First – Zero Defects