



MANAGEMENT AND ADMINISTRATIVE SUPPORT

Hallen Environmental's leadership structure consists of Company Management, the management of each of the company's four operating departments; two support departments and administrative support. The individuals who fill each key management role have extensive specialized expertise and training directly related to their duties.

Operating company departments within Hallen Environmental include Environmental Health & Safety, Engineering and Estimating, Construction Operations and Contracts Management & Procurement. Support departments are Quality Management, Facility and Equipment maintenance and administrative support that encompasses billing, accounts payable and receivables, financing, human resources and payroll.

The primary responsibilities of the Environmental Health & Safety Manager include:

- Ensuring each project has a Hallen Environmental prepared or approved Client Health & Safety Plan (HASP),
- Ensuring the HASP is implemented properly,
- Periodic update of the Company HASP,
- Ensuring all assigned personnel stay current in their required training and certifications,
- Loss Control management,
- Managing assigned Health & Safety Officers / Technicians,
- Assisting in interpreting Health & Safety Related data,
- Managing the Medical Monitoring Program, and;
- Staying abreast of changes in regulations and safe work practices.

The primary responsibilities of the Engineering & Estimating Manager include:

- Assessing and managing project specific / proposal / change order risks,
- Supplying Technical support as required for project Quality Control and construction Management support,
- Ensuring Proposal / Bid / Change Order / Engineering cost estimate and schedule preparation are completed using standard accepted engineering and Cost Engineering practices,
- Maintaining a bid and proposal as well as cost database, and;
- Ensuring proper review of all Change Orders, Field Change Requests, Task Orders and additional Task requests.

MANAGEMENT AND ADMINISTRATIVE SUPPORT (Continued)

The primary responsibilities of the Construction Operations Manager include:

- Ensuring proper operational review of Proposals, Bids, Change Orders, Task Orders, Field Change Requests and additional Task requests,
- Coordination with the Unions to ensure no conflicts arise as to which local has jurisdiction on a project or piece of equipment,
- Engaging in the negotiations with the union locals with regards to labor pricing and scope of services to be provided,
- Coordination with other department heads to ensure all are working on the same page and have the same level of urgency to meet our Client's needs,
- Supporting the Director, Environmental Services in marketing, Statement of Qualification (SOQ) update and web site content,
- Meeting with Clients to ensure independent feedback is received on how HES is performing,
- Performing periodic site construction operations inspections and audits, and;
- Overall Profit and Loss responsibility for the proper execution of construction related projects Hallen Environmental completes.

The primary responsibilities of the Contracts & Procurement Manager include:

- Review and evaluation of all proposed contractual terms and conditions supplied by our Clients,
- Review and issuance of appropriate scopes of work and contract terms and conditions including any required 'flow-down' provisions to any Hallen Environmental subcontractors required,
- Periodic review and update of the Company Conflict of Interest Plan (COI),
- Researching and data base management of any potential conflict of interest issues as required by a Client contract,
- Ensuring and issuance of properly endorsed insurance documents and bonds as required by contract,
- Managing the procurement staff to ensure the accurate and timely delivery of specified equipment and materials to the Client's project,
- Maintaining, opening and obtaining credit approvals and appropriate terms to do business with suppliers, vendors and subcontractors, and;
- Ensuring Project management is fully aware of the contract terms and conditions under which they are working and providing support as required to ensure resolution to any issues are expedited and proper documentation is kept.

MANAGEMENT AND ADMINISTRATIVE SUPPORT (Continued)

Hallen Environmental Company Executive Management exercise accountability for the performance of each of the departments and supports the company's operation through providing technical direction, personnel and equipment management, and quality control. Further, Company Management establishes the goals, objectives and standards of the company through oversight of strategic planning and business development. The management of Hallen Environmental at the senior level functions together with the department Managers to assure that HES's personnel, equipment and financial resources are fully committed and utilized for the benefit of each Client's Project.

These functions are shown in the Operational Organization Chart provided at the end of the Company Overview section of this document.

In addition to Company Executive Management, other management level functions include the positions of Quality Control Manager, Director Environmental Services and Facility Operations Supervisor. It is the responsibility of the managers to assure the following:

Quality Control Manager

- The Quality Standards required by the Client, regulatory authorities, and Hallen Environmental are met in project planning, field operations and reporting, and;
- The maintenance / updating of the company Quality Management Plan (QMP).

Director, Environmental Services

- The professional coordination and management of the actual field execution of projects,
- Accurate cost capture and invoicing responsibility for environmental projects,
- Preparation of quality proposals and marketing of the company,
- The SOQ and Web site are updated/modified as required,
- Internal and Client policies and procedures are adhered to, and;
- That proper resources and support are obtained in a timely manner to complete assigned work.

Facility Operations Supervisor

- The proper maintenance of company owned equipment to support project needs, and;
- Support the emergency or rapid deployment of personnel as required.

MANAGEMENT AND ADMINISTRATIVE SUPPORT (Continued)

The Department Managers of the four operating and two support departments possess the technical skills, education and training necessary to fulfill his or her responsibilities. Supported by decades of experience directly related to their service areas, the Department Managers have successfully supervised the completion of hundreds of Projects within their disciplines and from working in a broad spectrum of other areas ensuring a complete understanding of the impacts and gravity of their responsibility to ensure successful completion of the field projects.

Company and Department management are supported by Hallen Environmental's Administrative Staff. The function of the Staff is to provide the central point for contract and personnel administration. Support Staff include the Payroll department, Accounting department, Personnel department, Estimating department and Procurement department.

The function of the Staff is to consistently assist and coordinate all Company and Project level activities to provide necessary resources to complete the administrative tasks related to Client services, reporting, and record keeping in the most expedient and professional manner possible.