

P. H. Glatfelter
Spring Grove Facility

Dear Valued Vendor:

Glatfelter – Spring Grove facility has implemented a new Safety Training Program for our Contractors and Vendors. No Contractor/Vendor that does work or enters a building unescorted will be allowed on to the property after May 7, 2010.

This letter is to answer some questions you may have and to provide clarity to what Glatfelter expects from vendors who provide services at the Spring Grove location.

Who Is Involved?

Whether you are an employer or a contractor, it is a mandatory contract requirement that all workers abide by all Glatfelter safety and environmental policies. The safety of our employees and contractors is of paramount importance to us. To help clarify who needs to take the on-line training we outline a few scenarios below.

Delivery Drivers: If the contract company's employees do no more than a simple pick up, or delivery, and they do not perform work inside our property lines, then they do not need to complete the training.

Vendor Representative Visiting the Mill: If the vendor will be coming to the Mill and going unescorted, then the vendor needs to have the training. However, if the vendor will be escorted the training is not needed.

Vendor Visits That Require No Work to Be Performed (Visiting Procurement, Engineering): No, you will not need to take the training if you are visiting and being escorted inside the property lines. If you will be visiting the work site unescorted you would need to successfully complete the training.

Vendor Services That May Not Be Performed In the Plant (Example: Setting Up Office Furniture): Yes, since you will perform work in our facility you will have to go through the training.

How Will This Program Work?

To verify safety and environmental training, and to assess your understanding and retention of these topics, you will be required to qualify on a Web-based (Internet) Safety Orientation and Evaluation Program before you report to work at our Facility. This program must be completed before your work at our location begins.

When you successfully pass the Review and Evaluation Test, your computer system will print a Certification of Completion, valid for one year from the date you passed the Evaluation Test. **Bring this Certificate of Completion to our entrance gate, and you will be given an identification decal to be affixed to your hard hat.** Prior to decal expiration (after one year), you are required to return to the web site and re-take the Evaluation Tests again for a new Certification and decal.

Beginning April 15, 2010, anyone arriving at our facility front gate will be asked to present the Certificate of Completion or their Hard Hat/Identification Decal. Beginning May 7, 2010, anyone without successfully completing this program will be denied access.

The Web-based Program can be accessed by pointing your Internet Explorer Web Browser (version 6.0 or higher) to the following web site:

<http://www.abbottsfield.com/glatfelter-springgrove-cso/>

You will self-register on the web site, and pay a \$20.00 access fee to Abbottsfield Industrial Training, Inc. This fee must be paid by credit card. You will obtain more information during the registration process. If you have any questions about billing, or if you encounter any problems with this web site, please contact Abbottsfield Industrial Training at 1-800-541-6698, or (503) 244-0183. **Training cost or time to take the course Will Not be reimbursed by Glatfelter.**

On-line Training Records:

If you are an authorized representative of your company, and require access to on-line qualification reports for your own employees, please send an e-mail request to support@abbottsfield.com. Indicate your name, your job position, the name of your company, and a telephone number where you can be reached.

June Shut Down

During our annual June Shut Down we have many vendors in the facility performing work. All contractors must have all their employees certified prior to starting work during the shutdown.

Thank you. Let's safely work together for the benefit of all.
Brent White, Safety Manager, Glatfelter, Spring Grove Facility