

Getting Started with Eco Materials: *A Step-by-Step Guide for New Customers*

To ensure a smooth and compliant process for working with Eco Materials, we've outlined a straightforward, six-step onboarding procedure. This guide will walk you through everything from establishing a customer account and credit line to scheduling your material deliveries.

Whether you're new to Eco Materials or managing multiple projects, this process is designed to deliver clarity, efficiency, and full regulatory compliance every step of the way!

Step 1: Become a Customer

- To establish an account and line of credit with Eco Materials, please complete our [Commercial Credit Application](#).
- Once submitted, you will receive an email from Allianz confirming whether your application has been approved, along with your approved credit limit.
- **Note: This is a one-time requirement per organization. You do not need to submit a new application for each project. If your organization already has an account with Eco Materials, please proceed to Step Two.**

Step 2: Submit Your Documentation

- Review your export characterization compared to Eco Materials' permitted waste acceptance criteria.
- We've prepared a [Material Profile Form Reference Guide](#) to streamline, and provide additional assistance throughout the sample planning and review process.
- Please submit the following items:
 - A completed [Material Profile Form](#), with project-specific information
 - Laboratory analytical report(s) from an accredited laboratory, summary table(s), and sample location diagram(s)
 - A completed PADEP Form: [Form-U](#), as applicable
- Send all documentation to: PassyunkImport@ecomaterialsllc.com
- We will review for completeness in advance of any submissions to PADEP. We aim to provide a prompt determination.
- If any information is incomplete or incorrect, our Compliance Team will assist you in making the necessary updates.

Step 3: Quote & Approval

- Eco Materials will issue a formal quotation detailing your project scope and our Standard Terms & Conditions.
- Please review, sign, and return the quotation to: sales@ecomaterialsllc.com

Step 4: PADEP Submission

- Our Compliance Team will handle the submission of Form U for regulated fill and residual waste soils to the PADEP for approval. **Please note: PADEP review, and approval of Form U may take up to ten (10) business days.**

Step 5: Scheduling

- Once the Form-U has been approved, our team will contact you to schedule delivery of your materials to our facility.
- The required waste manifests for on-site delivery will be provided.

Step 6: Bring Your Materials

- Upon arrival at our facility, please present the following to the Scale House Attendant:
 - A copy of the completed non-hazardous waste manifest
 - Proof that your hauler is properly licensed and permitted in accordance with Pennsylvania's Waste Transportation Safety Act (Act 90 of 2002, Chapter 62)
- Before departure, the Scale House Attendant will issue a counter-signed manifest and weight ticket for your records.

If you have questions at any point in the process, our team is here to help. We're committed to providing responsive support and a seamless experience from start to finish.

For assistance, please contact us at info@ecomaterialsllc.com or call 267.764.4600.

Thank you for choosing Eco Materials — we look forward to working with you!