



Sycamore Aviation Recycling – Goodyear, AZ

Created 8/8/16

Reporting Information:

- When: Time to be confirmed prior to start date
- Who: Alisa Knowlton, Strom Aviation Site Manager
- Where: 1658 S. Litchfield, Goodyear, AZ (meet at LuxAir Facility).

Each arriving contractor MUST bring with them the following:

- Valid driver's license
- Social Security Card
- Set of tools

Strom contract for employment

- All Strom employees must read and sign their contract. A company-addressed envelope is provided to mail the contract back to operations. Failure to complete and send the contract will affect your employment with Strom.

Employment Verification Information

- Each contractor must provide his or her previous work history for the past 5 years as requested by the customer. No gaps over one year in the background. Failure to respond to requests from the Strom Compliance department will end the contract.

Contact Numbers

- Alisa Knowlton (Strom Aviation Site Manager) – 480-231-7378
- Strom Aviation Corporate Office (MN) - 800-743-8988
- Strom Aviation Texas Office - 800-356-6440
- Sick Calls are directed to Sycamore Aviation at 480-353-0264

Accident Reports

- If employee is involved in a work related on-site accident, always report the accident to an immediate supervisor, seek medical attention and contact Holly at 800-743-8988 immediately. After receiving medical treatment, employee is to complete a company accident report and fax to Holly at 952-544-3948.

Random Drug Testing

- If employee is selected for a random drug or alcohol test they must proceed to the given test facility IMMEDIATELY upon notification. Employee will be provided test facility address and phone number for directions. Upon Completion of the drug and/or alcohol test, employee must fax the chain of custody form and/or breath alcohol test results to Melissa at 952-544-3948 and call to confirm receipt at 800-743-8988 BEFORE leaving the testing facility. In the event that you should have any questions regarding the drug and/or alcohol testing request call Melissa.

Drug Test Results must be received prior to start date.