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ELS -ENTEK Lithium Separators

Terre Haute, Indiana | Site Visitor & Guest Escort Guide

All ENTEK visitors to the ELS facility must be sponsored by an ENTEK employee. Use this guide to prepare your guest before arrival and to fulfill your responsibilities as escort while they are on site.

BEFORE THEY ARRIVE - WHAT TO TELL YOUR GUEST

Share the following with your visitor before their visit:

Address	ELS Campus -900 N. ENTEK Drive, Terre Haute, IN 47802
Parking	Report to the visitor parking and come to the trailer marked with the ENTEK logo. Do not enter the production area unaccompanied.
Who to ask for	Give your visitor your name and direct number so they can contact you upon arrival.
What to wear	Sturdy work boots that cover the ankle are required. Long sturdy work pants are required (no sweatpants, leggings, pants with holes or fraying). A shirt with 4" minimum sleeves is required.
What to bring	Government-issued photo ID. If the guest will be performing work on-site, they must present their OSHA10 or OSHA30 cards, and any other pertinent training certifications.
Prohibited items	No cameras or recording devices without prior approval. Firearms are prohibited on site.
If performing work on-site	Let your guest know that they will need to complete the site orientation before they start work, regardless of the length of time they are to spend onsite. Site orientation takes place in the Clayco trailer daily from 7am-9am.

Pages 2-4 of this guide are designed to share with your visitor to help them prepare for their visit:

WHEN THEY ARRIVE -FIRST STEPS

- Ensure you are onsite prior to your guest's expected arrival - do not leave them waiting in the trailer for you.
- If they will be performing work on-site, escort them to the Clayco trailer for site orientation by 7am. Return to escort them to the job site by 9am. From this point on, they do not need to be escorted and are expected to adhere to all rules laid out in the site orientation.
- Issue required PPE before entering operational or production areas (safety glasses, hi-vis vest, hard hat, gloves. (Hearing protection as applicable)

YOUR RESPONSIBILITIES AS ESCORT FOR NON-WORKING VISITORS

- You are responsible for your guest's safety and conduct for the duration of their visit.
- Maintain line-of-sight with your guest at all times.
- Direct your guest away from moving equipment, chemical storage, and any area marked as restricted.
- Be mindful of road traffic. Make eye contact with drivers to ensure you are seen. Walk on the side of the road and not in the middle.
- If an emergency alarm sounds: guide your guest immediately to the nearest designated muster point and account for them in your headcount.
- Do not leave your guest unattended - if you need to step away, arrange a qualified hand-off to another ENTEK employee.
- Ensure your guest refrains from touching equipment, samples, or materials unless explicitly authorized.

BEFORE THEY LEAVE

- Escort your guest back to the trailer or to the parking area.
- Report any incidents, near misses, or safety concerns that occurred during the visit to EHS before end of day.

Questions? Contact the ELS EHS team before scheduling any visit that involves production floor access, chemical areas, or contractors.

ENTEK EHS: Kelly Wright, (302) 383-7203
Clayco EHS: Tim Chapman, (314) 440-7707



Welcome to ELS

ENTEK Lithium Separators | Terre Haute, Indiana
Visitor Information - Please Review Before Your Visit

We're glad you're coming. ELS is an active construction/commissioning/manufacturing site, and keeping visitors safe is our top priority. Please take a few minutes to review this information before you arrive - it will help your visit go smoothly from the moment you pull in.

GETTING HERE

Address	ELS Campus - 900 N. ENTEK Drive, Terre Haute, IN 47802
Parking	Use the designated visitor parking area by the trailers. Do not drive into the facility yard or loading areas.
Arrival	Go directly to the ENTEK trailer. Your ENTEK host will be waiting for you.
Running late?	Contact your ENTEK host directly. Their name and number should be in the invitation you received.

WHAT TO WEAR

ELS is an operating construction/commissioning/manufacturing campus. The following dress requirements apply to all visitors:

- Sturdy work boots that cover the ankle are required - no soft shoes, sandals, flip-flops, or open-heel shoes.
- Long sturdy work pants are required - no sweatpants, leggings, pants with holes or fraying.
- A shirt with 4' minimum-length sleeves is required – no tank tops or cut-off t-shirts.
- Avoid loose clothing, dangling jewelry, or loose hair near equipment areas.
- If your visit includes areas beyond the trailers, additional PPE will be provided on site (safety glasses, hi-vis vest, hard hat, gloves, and hearing protection as applicable.)

WHAT TO BRING

- Government-issued photo ID. If you will be performing work on-site, you must present your OSHA10 or OSHA30 cards, and any other pertinent training certifications.
- Leave cameras and recording devices in your vehicle unless you have received explicit prior approval to bring them on site.

WHAT TO EXPECT ON SITE

- If you will not be performing work on-site, you will be met and escorted by your ENTEK host at all times. Do not enter construction, production, warehouse, or restricted areas without your escort.
 - Do not touch equipment, machinery, products, or materials unless specifically invited to do so.
 - Follow all posted signs and any instructions from your escort - including staying on designated walkways.
 - Before you leave, your escort will return with you to the trailer for a debrief and/or walk you to the parking lot.
- If you will be performing work on-site, you will need to complete the site orientation before you start work, regardless of the length of time you are to spend onsite. Site orientation takes place daily in the Clayco trailer from 7am-9am. Once orientation is complete, you do not need to be escorted but are expected to adhere to all rules laid out in the site orientation.

IN CASE OF EMERGENCY

If you hear an emergency alarm while on site:

- If you are with an escort:
 - Stay calm and stay with your escort.
 - Your escort will guide you to the nearest designated muster point outside the building.
 - Do not re-enter the building until an ENTEK employee gives the all-clear.
 - If you become separated from your escort, exit the nearest door and move away from the building. Tell the first ENTEK employee you see that you are a visitor.
- If you are working on-site without an escort:
 - Make sure you know where to go and where the muster points are. This will be discussed in site orientation.
 - Know how to initiate an emergency call.

Prohibited on Site

Firearms and weapons are not permitted on ENTEK property. Personal recording devices (cameras, video) require advance approval. Alcohol and controlled substances are strictly prohibited.

Questions before you arrive? Email: **Logan.Hennecke@entek.com** . We look forward to your visit.