

## 7.2.F3 Transporter Notice

October 4, 2018

### **Subject: Product Loading and Unloading Policies**

Attn: Drivers

HIT/HAN transport processes are designed to meet feed safety assurance requirements. After 1/16/12, upon tanker arrival and before loading or unloading is authorized, the following facts will be verified and recorded:

1. Clean and defect--free equipment with sealed access points.
2. Prior cargo Bill of Lading (BOL) with evidence of previous load carried and/or:
3. Copy of cleaning certificate confirming tanker cleaning and inspection.
4. HIT/HAN pick--up number with certified weigh ticket for loading and HIT/HAN product approval number with tanker seal numbers on BOL for unloading.

Loading and unloading will be authorized for dedicated tanker fleets hauling safe feed products. Carrier name, tanker identification and products hauled will be acknowledged in writing. Tanker fleet approvals are entered and filed.

If tanker is not part of a dedicated fleet, prior cargo and cleaning records will be evaluated. Loading and unloading will be authorized once feed safety is assured.

Previous loads are evaluated against feed safety hazard risk. Loading and unloading is prohibited where prior cargo included any very high--risk material, which includes, but is not limited to, DOT/EPA hazardous chemicals, flammables, pesticides and petroleum products.

Tanker cleaning certificate showing cleaning party, method and inspection will be evaluated. If prior cargo and cleaning process meet feed safety criteria, the tanker loading and unloading will be authorized by the HIT/HAN laboratory.

Page two of this notice contains worker conduct and safety regulations. Please distribute this policy to all your drivers. A copy will be posted on--site with a sign--in form.

Any demurrage costs associated with deficient cleaning certification, prior load confirmation or site safety violations are the transporter's responsibility.

Please address questions or comments to Gregg Rechner.

Sincerely,

**Gregg Rechner**  
Vice President of Technical Affairs  
grechner@hardyit.com  
(440)-350-6300 x 335

**Brittany Deener**  
Customer Service and Logistics Coordinator  
bdeener@hardyit.com  
440-350-6300 x 606

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### Plant Safety Policies

#### **Regulations**

1. Smoking is prohibited within the entire fenced area of the facility, with the exception of inside your vehicle within the main entrance parking lot area only. No open spark or flame permitted outside of vehicle.
2. No eating or drinking except in designated areas. See attached site map.
3. No firearms or weapons.
4. No alcohol or non--prescription drugs.
5. No unauthorized passengers.
6. No animals or pets.

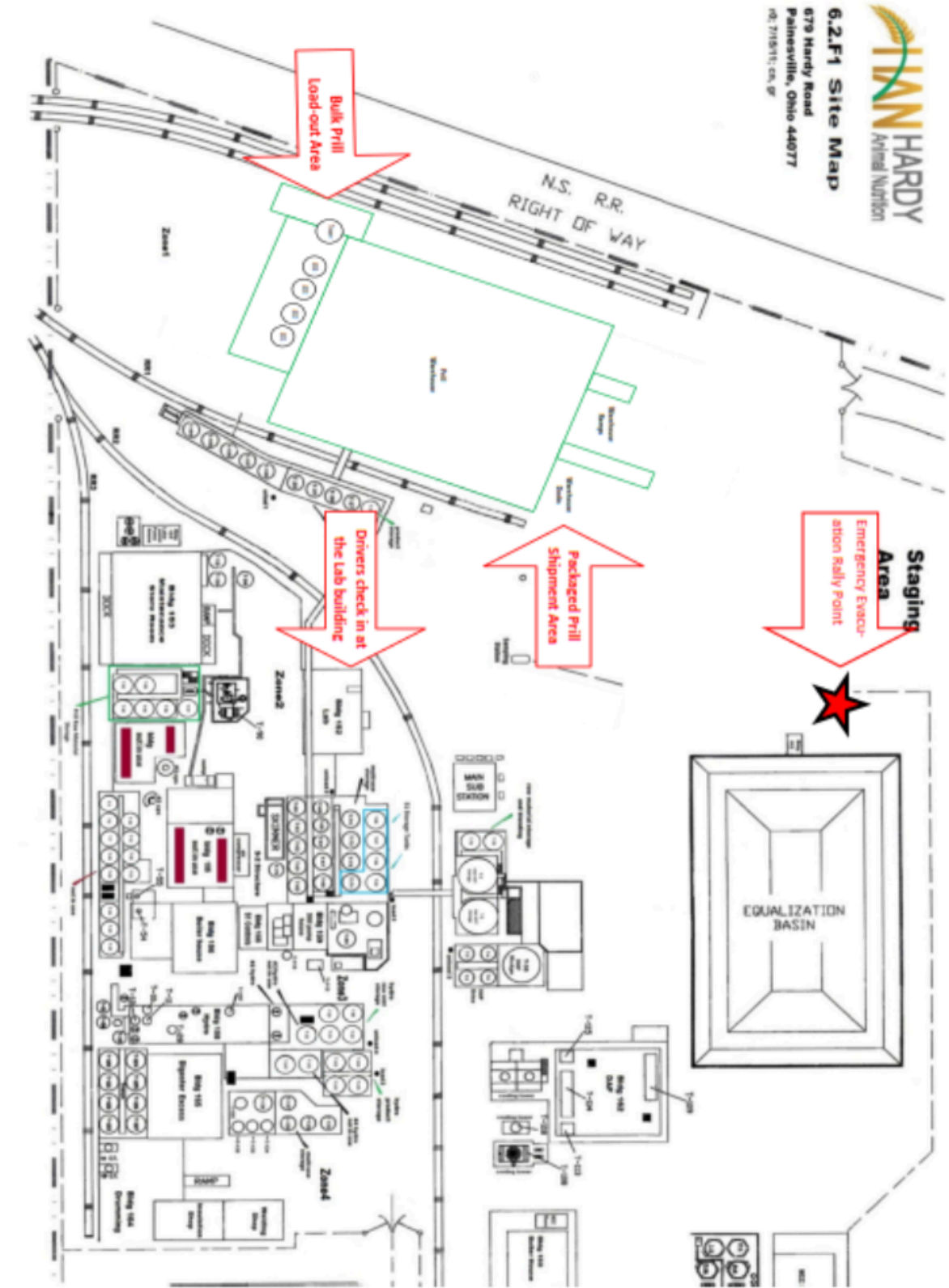
#### **Personal Protective Equipment**

1. Hard hats and safety glasses are required when outside cab.
2. Clothing must cover arms, body and legs. Short sleeves and short pants are not permitted when performing work operations.
3. Substantial footwear required. Tennis shoes, sandals and open heels are not permitted when performing work operations.
4. Step carefully. Walking surfaces may be slippery when wet or icy.
5. Watch for hoses, pipes or other trip hazards on the ground.
6. When climbing ladders or stairs, use three points of contact.

#### **Facility Directives**

1. Speed limit is 10mph.
2. Yield to pedestrians.
3. Communication device use during operation or when outside cab is prohibited.
4. Driver is under HIT/HAN personnel supervision.
5. Follow railroad personnel instructions explicitly. Any deviation could be grounds for permanent expulsion from HIT/HAN property.
6. Remain with vehicle unless authorized by HIT/HAN personnel.
7. Before moving rig, make sure all equipment and structures are clear.
8. Discarding of debris or materials is prohibited.
9. Immediately report any accidental property damage to HIT/HAN personnel.

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Arriving transporters will receive the following On--Site Driver Notification of Plant Policies document (6.4.F2).

### On--site Driver Notification of Plant

#### Policies Prill Truck Loading Instructions

- Sign in at laboratory upon arrival and sign out at departure.
- Hard hat and safety glasses are required.
- Long pants, long sleeves and work boots are required for any work operation.
- Turn off engine and remove keys from ignition when trailer is spotted for loading.
- Plant employee will notify you when trailer is loaded for departure.
- **Inspect trailer. Make sure loading ramp and wheel chocks have been removed before leaving the loading area.**

#### Bulk Liquid Loading

- Sign in at laboratory upon arrival and sign out at departure.
- Hard hat and safety glasses are required.
- Long pants, long sleeves and work boots are required for any work operation.
- Turn off engine and remove keys from ignition when trailer is spotted for loading.
- Lab employee will request that you exit the cab when a sample is being taken.
- Plant employee will notify you when trailer is loaded for departure.
- **Inspect trailer. Make sure dome access bridge is removed, dome lid is secure, wheel chocks are removed and that no hoses are connected to trailer.**

#### Bulk Liquid Unloading

- Sign in at laboratory upon arrival and sign out at departure.
- Hard hat and safety glasses are required.
- Long pants, long sleeves and work boots are required for any work operation.
- Turn off engine and remove keys from ignition when trailer is spotted for unloading.
- Plant employee will notify you when trailer is loaded for departure.
- **Inspect trailer. Make sure dome access bridge is removed, dome lid is secure, wheel chocks are removed and that no hoses are connected to trailer.**

**\*Breach of any policy requirement may result in immediate and permanent expulsion from the facility. Please direct comments or questions to Jon Green, Production Manager, at 440-350-6300 x 604\***

Hydro	Lab	Maintenance	Prill U & D	S1	Terminal	Utility Pumper
Administration	Laboratory	Maintenance	Operations	Production	Management Rep.	Revision/Date/Author
						R6 5--8--14 SR