

GRAINS TRANSPORT DRIVER ACCESS AND INSTRUCTIONS

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Next Review Date: May 2021

Area: Grains Receiving

Document Owner: Operations Group

Document Contact: Grains Receiving Manager



- Welcome to the St. Clair Ethanol Plant. Our receiving hours are as follows: Monday–Saturday (6:00am–9:00am, 9:15am–12:30pm, 1:00pm–5:00pm).
- There is a 1/2-hour grace period on the back end of each time slot, except after 5:00pm.
- The hauling company shall inform the driver of their time slot.
- There is a no rider policy in effect unless the rider is a licensed employee trainee. If this is the case, let the Grains Operators know prior to entering the site.



- Grains Transport Drivers are to access Rokeby Line from Highway 40 only.
Grains Transport Drivers are not to enter or exit Rokeby Line via the St. Clair Parkway at any time.
- Once on Rokeby Line, the driver shall make a left-hand turn onto St. Clair Ethanol Ave. as shown in the picture on the left.



- Every Monday at **12:35pm** the St. Clair Ethanol Plant tests all alarms on site. During these tests, the lights on the sign shown on the left will be flashing. **This is the only time that drivers may enter the site while the lights are flashing.**
- When the lights are flashing on this sign at any other time— **Do Not Enter The Site**
- **The following PPE is required anytime Grains Transport Drivers are outside their truck and within the gated area:**
 - **Hard Hat**
 - **Long Sleeves/Long Pants**
 - **Safety Glasses**
 - **CSA approved workboots (min. 6 inches in height).**
- Hearing protection is not required for Grains Transport Drivers.



- The speed limit on St. Clair Ethanol Avenue prior to entering the plant is **40 km/h.**
- The speed limit on all roads in the St. Clair Ethanol Plant is **20 km/h**



- Heading South on St. Clair Ethanol Ave., the driver will reach the “Stacking Lane”.
- This lane is to be used when there is a lineup of trucks before the gate.
- In this area drivers may use cell phones (only if the truck is not moving) and exit the truck without any personal protective equipment (PPE).



- As the driver moves past the “Stacking Lane”, they will approach a stop sign. After the stop sign, a left-hand turn shall be made onto the angled road that leads to the East side of the plant.
- In this area drivers may use cell phones (only if the truck is not moving) and exit the truck without any PPE.



- Please be attentive to all signage while on our site. Important information such as what CB Channel (40) to use and the required PPE are readily visible.
- As the driver's pulls up to the gate, the Grains Control Room will ask for the Load Number, Trucking Company, and Truck Number to ensure that the driver is with an approved carrier.
- The Grains Operator will open the gate and the driver will drive through and make an immediate right.
- Cell phone use in the plant is prohibited.
- Do not block any intersection in case of an emergency.



- Corn trucks will be 'probed' 4-5 times prior to being weighed to ensure quality control.
- The Grains Operator will instruct the driver to move forward, backward, or proceed toward the scale while the load is being probed.



- Please ensure that the **same** weigh scale is used when weighing in and out.
- The North scale is approximately 10 feet longer than the South scale.
- Once the truck has been probed and weighed, the driver shall leave the truck on the scale and pick up the necessary paperwork from inside the Grains Trailer (shown on the left).
- The paperwork required for Corn Trucks is: a bill of lading and a cleanout inspection (last 3 loads).
- The paperwork required for DDG Trucks is: a cleanout inspection.
- If the load is rejected, the Grains Operators will let the driver know why and record it on the scale ticket for the driver to keep.
- **Please note that all previously mentioned PPE is required when exiting the truck.**





- Please be aware of the crosswalk located immediately West of the scales and **yield to all pedestrians.**
- Once the area is clear, the driver shall proceed forward and make a left-hand turn towards the South end of the plant.



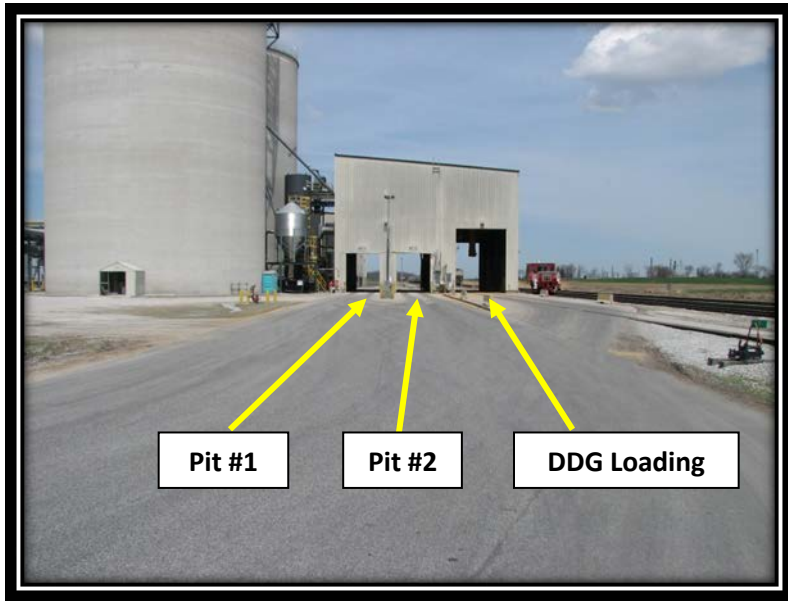
- Follow St. Clair Ethanol Ave. to its end and then make a left-hand turn onto Cooling Tower Road.



- As the driver approaches the stop sign on Cooling Tower Road, please be aware that there is a pedestrian crosswalk.
- If the area is clear, proceed past the stop sign. If there is a lineup of trucks ahead, do not block the intersection on the right.



- As the driver reaches the end of Cooling Tower Road, a left-hand turn shall be made onto Grains Gateway.



- Corn Offloading: Pit #1 & #2
- DDG Loading: Pit #2 & DDG Loading
- DDG Loading is also used to load rail cars with DDG.
- If for any reason one of the pits is closed, the door will be shut and a barricade will be put in front of the door.
- In between Pit #2 and DDG Loading is a control room where a first-time driver may visit to get instructions from the operators.
- **NOTE: Ahead of each pit is a STOP sign. Truck drivers must STOP before proceeding into the Receiving Building**



- After the offloading or receiving is complete, the driver shall pull through the building.
- Trucks that have been offloaded may continue on towards the scales.
- DDG trucks may pull up to the raised landing where the driver can use a rake to level the DDG and re-tarp.
- **Please do not rake the DDG onto the ground.**



- After unloading/receiving, proceed north and make a left-hand turn towards the weigh scales.



- The driver is to slowly approach the scale that was initially used to weigh in.
- Once the truck is positioned on the scale and weighed, the Grains Control Room will radio the driver once they are ready for the driver to complete all necessary paperwork.
- Corn drivers are to take all three copies of paperwork, while DDG drivers are to sign the top copy, leave it in the blue box, and take the other two copies.

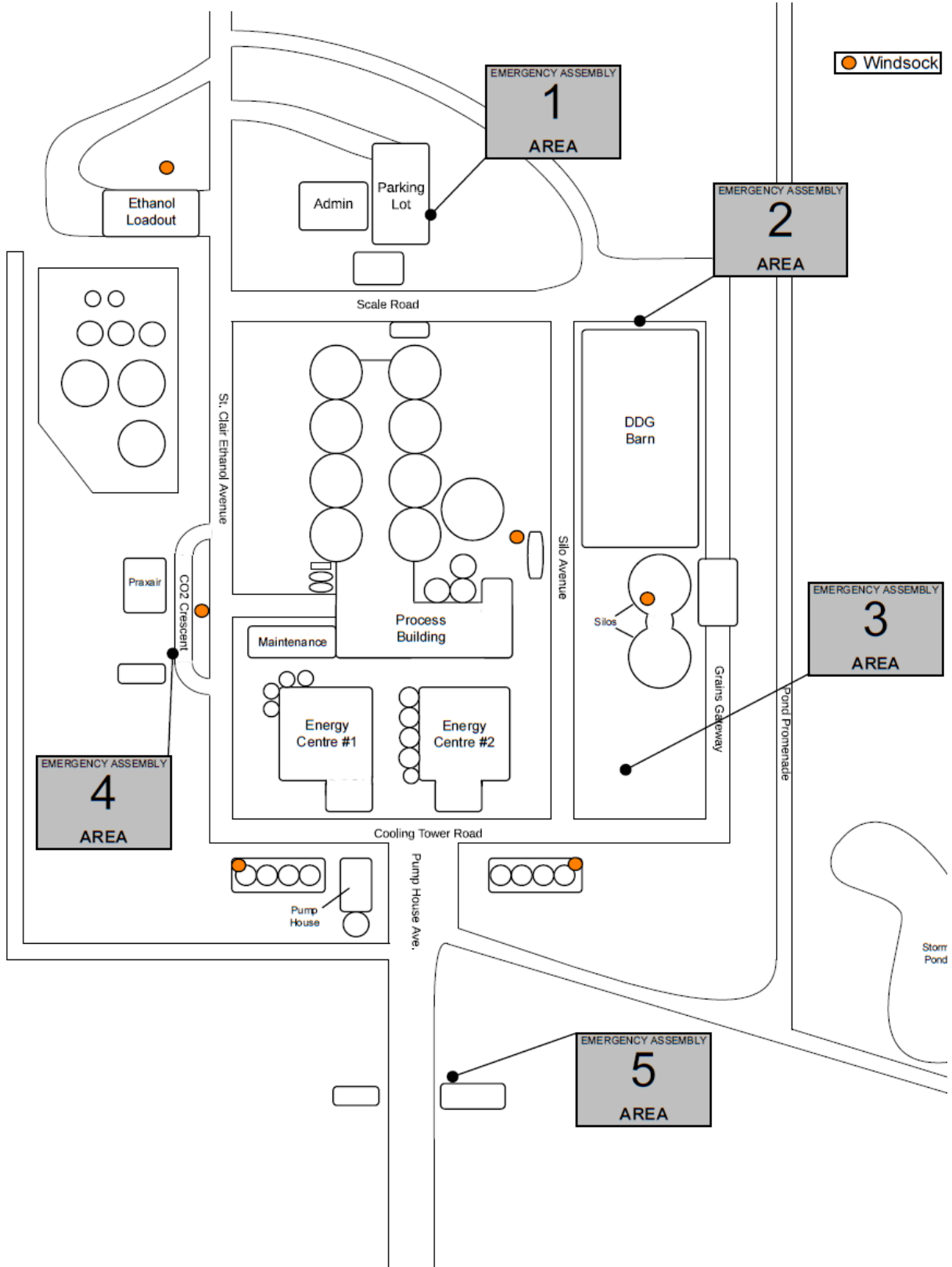


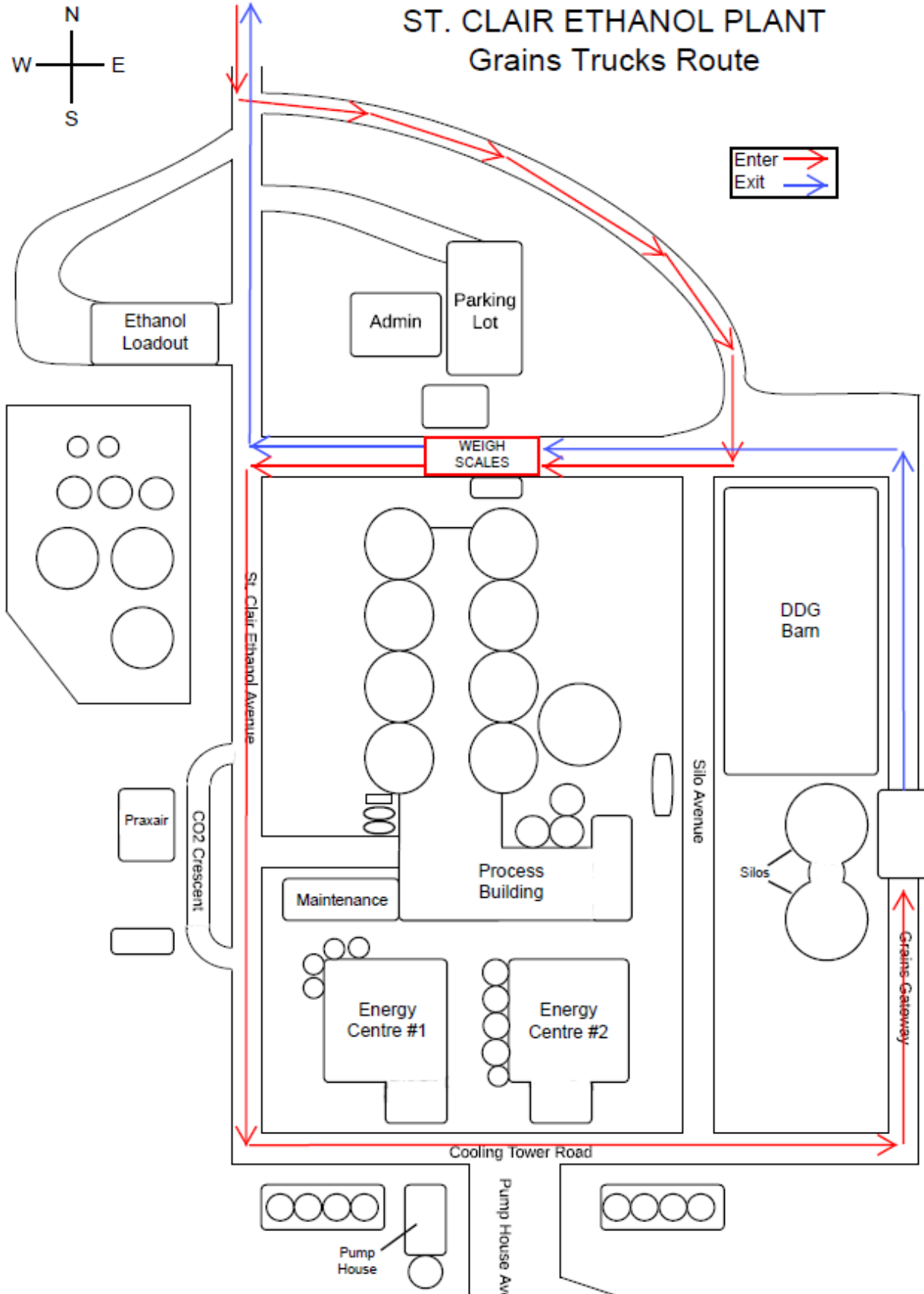
- After all paperwork is completed, the driver may get back in the truck and proceed towards the stop signs once the area is clear of pedestrians.
- Once at the stop sign, the driver will make a right-hand turn towards the gates.



- As the truck approaches the 'Exit' gate on the right, the gate will automatically open, allowing the driver to leave the site.
- Trucks may not stop on Rokeby Line, and therefore are allowed to stop on St. Clair Ethanol Ave. or the gravel parking lot (East of St. Clair Ethanol Ave.)
- At this time PPE is not required, and cell phone use is permitted as long as the vehicle is not moving.

**ST. CLAIR ETHANOL PLANT
EMERGENCY ASSEMBLY AREAS**







GRAINS TRANSPORT DRIVER ACCESS AND INSTRUCTIONS



SAFETY STANDARDS

- The Suncor St. Clair Ethanol Plant is an industrial facility—therefore drivers cannot climb on top of a truck/trailer while onsite that is higher than 10 feet. Drivers may also not enter the trailer at all for cleaning as it is considered a confined space.
- The following PPE must be worn onsite (within the gated area) prior to exiting the truck:
 - Hard Hat
 - Long Sleeves/Long Pants
 - CSA-approved Work Boots (minimum of 6 inches in height) (“green patch”)
 - Safety Glasses
- All incidents (minor or major) must be reported through an Incident Report Form. Please notify any of the Operators and they will help you to facilitate the Incident Reporting process. It is imperative that all incidents, near-misses, and hazardous conditions are reported immediately to ensure the root causes are identified and addressed to protect everyone’s safety.
- Drivers are not to bring a passenger to the St. Clair Ethanol Plant. Exception: licensed employee of your company for training purposes (notify the Operators when you are receiving permission to enter the plant that there is a trainee with you). There is not an area for passengers to wait for a driver.

Three Strike Policy

Violation of any safety rules will result in a “strike”. These “strikes” are applied to the company, **NOT** a single driver. Examples of actions that will result in a “strike” are: Climbing on top the truck/trailer, improper use of cell phone (i.e. in use while driving), not wearing proper PPE, etc.

- Strike ONE: the Company will receive notification via telephone from the Raw Materials Coordinator that they have been issued a first strike.
- Strike TWO: the Company will receive notification that they are suspended from loading/unloading for a period of three days.
- Strike THREE: the Company will be permanently suspended from loading/unloading at the St. Clair Ethanol Plant.

END OF PROCEDURE

| REVISIONS | | | |
|-----------|-------------------|--------------|---|
| No. | Date (mm/dd/yyyy) | Author | Description |
| 0 | 05/11/2015 | A. Churchill | |
| 1 | 05/25/2016 | M. Renaud | Addition of PPE Standards to Safety Standards section |
| 2 | 03/31/2017 | M. Renaud | Addition of Stop sign awareness |
| | | | |