

WestRock - Tacoma Mill

Shuttling OCC

PPE's Needed (mill can provide all PPE's if needed)

- Hard Hat
- Safety Glasses
- Safety vest
- Respirator (mill provided)
- Safety strap for trailer doors
- 1st time at mill, card expired? Park truck & proceed on foot to gate 1 for safety orientation. You must view a safety video, safety card provided after viewing.

Shuttling

** Procedures can change without notice depending on truck volume and mill operations **

- **Any questions & for procedure changes call guard shack 253-596-0232**
- If more than 1 truck shuttling, communicate with each other via CB ch. 14, phone or text
- Only 1 HB shuttle truck in mill at a time
- Drivers can stage at WestRock parking area
- Notify next driver when exiting mill via CB, phone or text
- When next truck is notified, proceed directly to guard shack and check-in
- Shuttle drivers can bypass trucks in parking area & OCC/pulp line inside mill
- Proceed to OCC shuttle staging area or unloading dock
- **See attached map**

Check-in with Guard Shack

- Always check-in with guard shack
- Give guard - customers (ACW) BOL, they will stamp and give back to you
- Ask for needed PPE's - respirator? Door strap?
- Tell them you are shuttling for "WestRock"
- Any questions call guard shack 253-596-0232

Check-out with Guard Shack

- Give back all borrowed PPE's
- Don't forget to contact other shuttle driver

Scaling

- Must scale in & out with every load
- Follow onscreen prompts
- Inbound scale
 - 1st screen just click- Arriving
 - Follow onscreen prompts
 - Later it will ask for customers (ACW) BOL # & Trailer #

- Verify info
- Print inbound scale ticket
- Outbound
 - 1st screen just click- Leaving
 - Follow onscreen prompts
 - "Load ID screen" scan bar code on inbound scale ticket
 - Print outbound scale ticket

Unloading

- Back into dock 1 or 2
- Take customer BOL & scale ticket to drivers booth and clip onto clipboard on wall
- Okay to wait in truck
- Chock wheel, disconnect red airline, wheel stop sign in front of truck
- After unloading (driver may have to)
 - Sweep trailer out
 - Sweep off loading ramp and sweep debris towards middle of floor
 - Lift power ramp & finish sweeping trailer
 - Unlock trailer safety hook/lock
- Reloading with OCC? Just remove large debris, and reload

End of Day

- Done with trailer? Trailer must be clean before next haul
- REMOVE ALL DEBRIS - MAKE SURE TRAILER IS SWEEPED OUT GOOD
- If additional cleaning is needed, have blown out at ACW container inspection area

WestRock
Tacoma Mill

RECYCLE TRANSFER TRUCK RECEIPT ORIGINAL

Ticket # 18ET5
Release # OCC_ATLAS_01
Vendor
Supplier Plus Columbia Warehouse
Commodity OCC
Carrier
Truck/Trailer
Equip. Type
BOL #
Ship Date
Comments

ALL OF LADING NOT NEGOTIABLE
COPY EXPRESS - 800-257-2229
SL 056546
Shipper No. 18ET5
Carrier No. AT 139
Date 2-25-21
FROM: WESTROCK
TO: ACW

OLYMPIC PRINTERS (303) 432-3381

HERMANN BROS. LOGGING & CONSTRUCTION, INC. UNIFORM STRAIGHT BILL OF LADING 101785
2095 BLUE MOUNTAIN ROAD
PORT ANGELES, WA 98362
360-452-3311 FAX 360-457-9285
24 HOURS EMERGENCY RESPONSE - 360-452-3341

CC 20803
ORIGIN OF SHIPMENT (CITY)
SHIPPER WestRock % ACW
ADDRESS
CONSIGNEE
ADDRESS
DELIVERY ADDRESS WESTROCK MILL
Tacoma

| NO. ITEMS | HM | DESCRIPTION OF ARTICLE | WEIGHT | RATE | CHARGES |
|-----------|----|------------------------|--------|------|---------|
| | | TRANSFER | 535 | | |
| | | OCC | 546 | | |

Shipper #
Consignee #
Tarp No Tarp

NOTE—When the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.
THE AGREED OR DECLARED VALUE OF THE PROPERTY IS HEREBY SPECIFICALLY STATED BY THE SHIPPER TO BE NOT EXCEEDING

SHIPPER'S SIGNATURE
DATE SHIPPED

START 535 FINISH 546 TOTAL HOURS ON DUTY
TIME ARRIVED FOR LOADING: DATE: TIME ARRIVED FOR UNLOADING: DATE:
TIME LOADING COMPLETED: DATE: TIME UNLOADING COMPLETED: DATE:

NOTE: Carrier's liability on Cargo limited to \$ 100.00
Received in good condition except as noted:
W. H. H. H.

Keep Track Of Shuttle Hours

List All Customers BOL's