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Chemical Unloading Policy

Purpose

It is the policy of the Escanaba Mill that when chemical rail cars or chemical tanker trucks are being unloaded, the following procedures must be followed. This policy applies to Escanaba Mill members and chemical vendors and drivers who unload rail cars or chemical trucks and their supervision.

The following tanker truck deliveries are not covered by this policy: deliveries of fuel (gasoline, diesel, etc.), deliveries of liquid oxygen to the storage tanks located in the Kraft Mill, and deliveries made to the on-site calcium carbonate plant.

Extent

It is the purpose of this policy to establish requirements for the safe unloading of chemicals that are delivered by rail car and tanker truck.

Definitions

DOT - Department of Transportation

SSOP – Safe Standard Operating Procedures or Unloading Checklists - identified steps required to safely perform a task.

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Execution

A. Rail Cars

1. Fill out rail car loading/unloading check lists when applicable (they are maintained in their specific departments). Non-hazard chemicals do not have unloading checklists i.e. clay CaCO₃, latex, etc.
2. Verify that there is sufficient room for the contents in the storage tank.
3. Rail car shall have brakes set, wheels chocked, derailler and flag up, and inspect site for any other hazards.
4. All personnel must put on proper personal protective equipment as specified by the loading/unloading check lists.
5. Verify unloading system is in good working condition including hoses.
6. Rail cars must be inspected for leaks and damage prior to unloading.
7. Verify contents in the rail car.
8. When rail car unloading is completed, return loading/unloading checklist to department for review. For DOT hazardous chemicals (i.e. Sulfuric Acid, Caustic, Sodium Chlorate, etc.), the completed rail car unloading checklist must be sent to Safety.

B. Bulk Chemical Tanker Trucks

Tanker trucks cannot proceed onto the mill site until approval has been obtained by the Loss Prevention Department and the operating department. After approval from the unloader, Loss Prevention will familiarize the driver with any potential hazards and directions to the unloading area. The driver must be met by personnel at the site of unloading to assure proper safety procedures are followed. Loss Prevention will verify that the driver has the minimum Personal Protective Equipment. Any driver not presenting a truck unloading checklist will be provided with a copy at the unloading site.

All drivers must be made aware of any hazards or potential hazards which may exist in the unloading area and what emergency procedures are to be followed. The following procedures should then be followed:

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1. Check unloading area and move truck into place.
2. Verify contents in tanker and delivery location (check Bill Of Lading).
3. Verify that there is sufficient room in the storage tank to unload.
4. Fill out tanker truck unloading check list for the chemical being unloaded.
5. All personnel must put on proper personal protective equipment.
6. Tanker must be inspected for leaks and damage prior to unloading.
7. Tanker truck must have brakes on, wheels chocked.
8. When truck unloading is completed, return the completed unloading checklist to the department for review.

C. New Chemical Deliveries

1. Prior to acceptance of the first shipment of a new chemical, the operating department will complete a truck unloading checklist for the specific chemical for review by purchasing and Safety.
2. A copy of the approved truck unloading checklist will be provided to Loss Prevention and purchasing. Purchasing will forward the truck unloading checklist to the supplier before the first delivery.

RESPONSIBILITIES

- A. It is the responsibility of the Purchasing Department to inform suppliers of our requirements for drivers delivering chemicals and communication deficiencies to suppliers. This includes issuing a written notice to each supplier detailing that the driver have the check list and personal protective equipment upon arrival at the mill. This also applies when a change in suppliers occurs.
- B. It is the responsibility of Loss Prevention to get operations approval before allowing any tanker trucks to proceed onto the mill site. Loss Prevention is also responsible for assuring drivers

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have proper personal protective equipment for entering the mill site and is responsible for informing driver of any potential hazards between truck scale and unloading site. Loss Prevention will notify the appropriate Control Room. The Control Room will contact the appropriate unloading person and will verify that the truck should be sent to the unloading site.

- C. It is the responsibility of the Control Room operator to be in direct contact with the unloader to verify that a truck should be sent to the unloading site before Plant Protection releases the truck.
- D. It is the responsibility of Truck Driver to have and follow the unloading check list and procedure for each chemical being unloaded. These SSOP/Unloading Checklists must include general safety and provisions for emergencies which could occur in an area while the tanker is being unloaded. *Make sure 2911 on checksheets*
- E. It is the responsibility of Billerud unloading personnel to insure the safety of the driver at the unloading site by reviewing requirements with drivers who are not familiar with the safety at the unloading site. The operating department is responsible for communicating all emergency and hazardous situations and insuring proper procedures are followed.
- F. It is the responsibility of Billerud unloading personnel to insure drivers have and use the proper protective equipment for the specific chemical being unloaded.
- G. It is the responsibility of the truck driver to follow Billerud unloading check list for each chemical they bring to the mill.
- H. It is the responsibility of each operating department to develop and keep updated procedures for chemical unloading in their areas. The operating department is responsible for ensuring that the completed checklists for DOT hazardous chemicals are sent to Safety.
- I. It is the responsibility of each operating department to develop, implement, and update chemical unloading training programs in their areas, as necessary.
- J. It is the responsibility of Safety to establish and maintain a file for all completed checklists relating to DOT hazardous materials

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