

EHS SAFETY POLICY

Subject: Chemical Unloading		Doc ID: #34464	Page 1 of 9
Effective:03/08/18	Document Owner: Safety Manager	Approved By:	

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I. POLICY/SCOPE

It is the policy of the Quinnesec Mill that when chemical rail cars or chemical tanker trucks are being unloaded procedures must be followed. This policy applies to Quinnesec Mill members 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 south of the Pulp Mill, and deliveries made to the on-site calcium carbonate plant

II. INTENT/PURPOSE

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.

III. DEFINITIONS

DOT - Department of Transportation

SQA - Supplier Quality Assurance

SOP - Standard Operating Procedures. Identified steps required to safely perform a task.

DOT HAZARDOUS CHEMICALS - are products that are capable of posing a significant risk to health, safety or property when transported by air, rail, ground, or sea.

IV. PROCEDURES/PRACTICES

A. Rail Cars

1. Fill out rail car unloading check list when applicable (see Appendix A). (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, derailer, and flag up. The light switched and inspect site for any other hazards.
4. All personnel must put on proper personal protective equipment.
5. Verify unloading system is in good working condition including hoses.

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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 unloading checklist to **department to file**. For DOT hazardous chemicals (i.e. Sulfuric Acid, Caustic, Sodium Chlorate, etc.), the completed rail car unloading checklist must be faxed or sent to Plant Protection.
9. If deficiencies are noted with the condition of the rail car, fill out a Corrective Action Request form (see Appendix B) and forward it to the SQA Coordinator or purchasing department if SQA coordinator is not available.

B. Bulk Chemical Tanker Trucks

Tanker trucks cannot proceed onto the mill site until approval has been obtained by Plant Protection and the operating department. After approval from the unloader, Plant Protection will familiarize the driver with any potential hazards and directions to the unloading area. The driver must be met by Quinnesec personnel at the site of unloading to assure proper safety procedures are followed. Plant Protection 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 Plant Protection prior to proceeding onto the mill site. Plant Protection will fill out an SQA form for any load that shows up without an unloading checklist.

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 **shall** then be followed:

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 (see Appendix C for an example). The driver will have the checklist.
5. All personnel must put on proper personal protective equipment.

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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 to file. For DOT hazardous chemicals, the completed truck unloading checklist must be faxed or sent to Plant Protection.
9. If deficiencies are noted during the unloading process, fill out a Corrective Action Request and forward it to the SQA Coordinator or purchasing department if SQA coordinator is not available. If these issues involve safety, forward a copy of the checklist to Plant Protection.

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 EHS.
2. A copy of the approved truck unloading checklist will be provided to Plant Protection and purchasing. Purchasing will forward the truck unloading checklist to the supplier before the first delivery.

V. RESPONSIBILITIES

- A. It is the responsibility of the Purchasing Department:
 - Inform suppliers of our requirements for drivers delivering chemicals.
 - Issue 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 Plant Protection:
 - To obtain operations approval and request name of who they spoke to, before allowing any tanker trucks to proceed onto the mill site.
 - Plant Protection is also responsible for assuring drivers have proper personal protective equipment for entering the mill site.
 - Plant Protection is responsible for informing driver of any potential hazards between truck scale and unloading site.

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- Plant Protection 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. This will be relayed to Plant Protection.
 - Plant Protection is responsible for providing direction to the unloading site and a map.
 - Plant Protection must make sure the driver has a copy of the unloading check list.
- 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 Quinnesec mill unloading personnel to have and follow the unloading check list and procedure for each chemical being unloaded. These SOP's must include general safety and provisions for emergencies which could occur in an area while the tanker is being unloaded.
- E. It is the responsibility of Quinnesec mill unloading personnel to ensure 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 ensuring proper procedures are followed.
- F. It is the responsibility of Quinnesec mill 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 Quinnesec Mill's 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 **Plant Protection**.
- 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 **Plant Protection** to establish and maintain a file for all completed checklists relating to DOT hazardous materials. **Plant Protection** is also responsible for maintaining the unloading site map.

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- K. Personnel conducting unloading shall be aware of the Mill Pollution Incident Prevention Plan and shall follow the plan in the event of a chemical spill. The mill Pollution Incident Prevention Plan is found on [sharepoint](#).

APPENDIX A



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RAILCAR UNLOADING CHECKLIST			DATE: / /
Hazardous Materials - Pulp Mill			OPERATOR:
CHEMICAL	RAILCAR #	RAILCAR #	SITE INSPECTION
SODIUM CHLORATE			DERAILER AND FLAG UP
			BRAKES LOCKED
SULFURIC ACID			CHOCKS IN PLACE
			EXCESS MATERIALS REMOVED
DIAPHRAGM CAUSTIC			IGNITION SOURCES REMOVED
			DRAINS OPEN/CLEAR
MEMBRANE CAUSTIC			SAFETY SHOWER/EYEWASH CLEAR
SODIUM CARBONATE			
PPE			UNLOADING SYSTEM INSPECTION
HARD HAT			VALVES
SAFETY GLASSES			HOSE CONDITION/CLEANLINESS
PROTECTIVE GLOVES			COUPLINGS
HEARING PROTECTION			PUMPS
RESPIRATOR			DRAINS CLOSED
CHEMICAL SUIT			AIR REGULATOR
CHEMICAL GLOVES			
CHEMICAL BOOTS			
CHEMICAL GOGGLES			
FULL FACE SHIELD			
PRE-UNLOADING VERIFICATION			External Inspection
RAILCAR NUMBER CHECKED			1. ALL valves, plugs, and dome housing are properly closed, secured and sealed. (Including those we do not use)
ROOM FOR THE LOAD			
AIR BLED FROM CAR			2. Placards remain the same as full load as delivered
CONNECTIONS TIGHT			3. Placards hosed off and legible
TIME STARTED			4. Replace rupture disk if necessary
			5. Stenciling legible
POST-UNLOADING VERIFICATION			6. Inspection due date
RAILCAR EMPTY			7. Car condition, welds, cracks, defects
LINES PURGED/DRAINED			8. Missing or loose bolts, nuts
VALVES CLOSED			9. No residue product in car
VALVE CAPS TOOL TIGHT			10. Hatches
TAMPER PROOF SEALS IN PLACE			11. Brakes
TIME DISCONNECTED			12. Confirm tank car has double-shelf couplers
INTERNAL CONDITION			Comments

Send or fax to Loss Prevention at 779-3555 when done !!



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APPENDIX B



**SUPPLIER QUALITY ASSURANCE
CORRECTIVE ACTION REQUEST
(For Plant Protection Use)**

(Notify Mariah Reiten of problem – x.3569)

COMPANY:

MATERIAL:

Truck #:

P.O. #: yes/no (If yes: #_____)

Personal Protection Equipment: yes/no

ANY OTHER PROBLEMS – DESCRIPTION:

Is this a reoccurring problem? yes/no If so, when? (If known) _____

COMPLETED BY: _____ DATE: _____



TO BE COMPLETED BY SALES REPRESENTATIVE

Cause of Described Problem:

Corrective Action Plan for Prevention of Problem with Timetable:

Person Responsible for Corrective Action: _____

Sales Representative Signature: _____

THIS REQUEST MUST BE COMPLETED WITHIN 10 DAYS OF RECEIPT. COPIES OF RESPONSE TO BE MAILED OR FAXED TO SQA COORDINATOR.

Mariah Reiten FAX #: 906-779-3699

SQA Coordinator

Billerud Quinnesec

Materials Management

P.O. Box 271

Norway, Michigan 49870

cc: Originator, Area Coordinator, any other person involved

Revised 3/13/2023 Tiare Hazen



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APPENDIX C

QUINNESEC, MICHIGAN

DRIVER INFORMATION SHEET		CHEMICAL:	
TRUCK UNLOADING CHECKLIST		MILL AREA:	
Bulk Chemical		ISSUE DATE:	REVISED:
EMERGENCY INFORMATION			
Primary Site Contact			
Secondary Site Contact			
Transportation Emergency	CALL CHEMTREC (800) 424-9300 24 hrs/day		
On-Site Emergency	CALL PLANT PROTECTION (906)779-3333 CB CHANNEL 14		
Nearest Emergency Access Point			
Nearest Emergency Phone			
Nearest Eyewash and Shower			
Nearest Fire Extinguisher			
INSTRUCTIONS TO DRIVER			
1) Report to Gate 1. Mill CB channel is 14. Sign in at Plant Protection. Present this sheet and PPE with your papers. 2) Verify location of load delivery. If unfamiliar with mill property, advise Plant Protection. 3) Receiving department will be notified of your arrival. An escort will be provided by the department if necessary. 4) Proceed to plant destination and await arrival of department personnel. 5) Review unloading procedure on back of sheet and follow as indicated.			
UNLOADING CHECKLIST			
(To be completed by the operator prior to unloading)			
LOAD INFORMATION			
Date		Carrier	
Bill of Lading #		Trailer #	
Chemical Name		Driver	
Mill Operator		Building Number	
DRIVERS MUST WEAR APPROPRIATE PPE DURING ALL UNLOADING OPERATIONS! Drivers are to provide their own PPE. If proper PPE is not provided, it will be provided by the Quinnesec Mill, and be billed to the carrier. TRUCKS MUST BE ATTENDED BY DRIVERS AT ALL TIMES! Drivers must be within 25 ft. of the truck, have an unobstructed view of the truck, be aware of the content hazards and know the emergency procedures.			
PERSONAL PROTECTIVE EQUIPMENT (PPE)		GENERAL REQUIREMENTS	
Equipment	Required/Type	Checkoff	Precautions
Hard Hat			Truck Contents Verified
Safety Glasses			Truck Properly Spotted
Protective Gloves			Brakes Set/Wheels Chocked
Hearing Protection			Engine Stopped
Respirator			Engine Required for Unloading
Chemical Suit			Unloading Area Free of Hazards
Chemical Gloves			Unloading Procedure Reviewed
Chemical Boots			Emergency Procedure Reviewed
Chemical Goggles			Safety Equipment Reviewed
Full Face Shield			Adequate Room for Load
Driver Signature _____		Quinnesec Operator Signature _____	
Comments: _____			



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TRUCK UNLOADING PROCEDURE Bulk Chemicals	CHEMICAL:
	MILL AREA:
	ISSUE DATE: REVISED:

UNLOADING PROCEDURE

STEP	ACTION REQUIRED	RESPONSIBILITY
1		
2		
3		
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