Driver Training Program/Food Safety Policies
Food Grade Division

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Items supplied by Venezia to drivers upon completion of training:

- Rubber Mallet
- Extra white rubber "O" ring gaskets (3 - 4" & 3 – 3")
- Hook and Loop Straps (6)
- Replacement Cam Locks
- Roll of Duct Tape
- Blower Muffler
- Product Line Screen
- Detention Forms
- Log Book
- Venezia driver I.D.

Items recommended but not supplied by Venezia:

- Assortment of Tools
- Dishpan
- Dust Brush
- Dust Pan
- Flashlight
- Road Atlas
- Gloves

Attire requirements

- Venezia uniforms are required after 90 days.
- No shorts or sleeveless shirts permitted at any time.
- Work shoes/boots will be worn during work shifts – driving – loading- unloading.
- Sneakers, athletic, recreational footwear or sandals are not permitted.
- Hair and beard nets must be worn where required. Mustaches must be neatly trimmed.
- No jewelry. This includes decorative buttons, earrings, watches, and necklaces.
- SPITTING is not allowed
- SMOKING is allowed inside tractor only
- Reference page 18 in Venezia's Driver Manual.

Driver Availability requirements

- Drivers must be available for work 5 days/ week minimum with a 6th (weekend) available day every other weekend.

Venezia Food Safety Policy:

Venezia is committed to transporting safe food and feed for people and animals. We will assist our external customers in developing customer solutions in the area of safe bulk food transportation.

Food Safety/Product Tampering: The Federal Food, Drug and Cosmetic Act and the Sanitary Food Transportation act of 1990 made it a FEDERAL FOOD SAFETY VIOLATION to tamper with a flour or food grade delivery in any manner.

Venezia Food Safety Policies and Procedures are highlighted as:

FOOD SAFETY

What is Foreign Material? – Any item other than food commodity assigned to tank

- Metal
  - Flakes or Shavings
  - Pens/Pencils
  - Nuts/Bolts
  - Nails/Wire
  - Rust
  - Welding Rods & Slag, Magnet Pieces
  - Staples
  - Tools
  - Jewelry
  - Keys

- Plastic and Rubber
  - Sifter Balls
  - Rubber Pieces, Seals and O Rings
  - Flappers and Hose Pieces
  - Flashlights
  - Band aids/Bandages
  - Gaskets
  - Sample Cups
  - Electrical and Teflon Tape
  - Foam Rubber Filter Pieces
  - Fluidizations Pads
  - Food Containers
  - Silicon
  - Buttons/Snaps
  - Safety Glasses
  - Ear Plugs and Contact Lenses

–Wood, Paper, Miscellaneous
- –Wood Splinters
- –Bag Fibers
- –String, Rope
- –Dust Masks
- –Rocks
- –Cigarettes
- –Fingernails
- –Paper
- –Paper Bags
- –Felt Pieces
- –Brush Bristles
- –Hairnets
- –Dirt/Sand
- –Lighters
- –Food
- –Gloves
- –Rodents
- –Feathers
- –Chewing Tobacco
- –Insects
- –Medications
- –Mold

–Filters and Dust Collectors
- –Belt Cloth
- –Nylon Fragments
- –Filter Sock and Pieces
- –Belt Liners
- –Filter Membrane Pieces

–Chemicals identified as having potential food safety hazards are:
- –Adhesives (Loc-tite)
- –Glue
- –Ink
- –Fumigants
- –Gasoline
- –Caulking
- –Boiler chemicals
- –Fuel oil
- –Solvents
- –Insecticides
- –Lubricants
- –Paint
- –Rodenticides
- –Herbicides
- –Pesticides

Food Grade Training Outline

Training is covered in the following order.

Day One:

Pre-Delivery:

- Tractor Pre Trip Inspection
- Trailer hook up/ Pre trip inspection
- Mill loading procedures
- Quallcom – "Hours of Service**"**
- Quallcom- "Arrive at Shipper"
- Bill of Lading /mill paperwork
- Seal inspection and verification
- Quallcom- "Loaded Call"

Delivery:

- Quallcom – "Arrive at Consignee"
- Food safety policies
- Arrival notification- "Checking in"
- Hook-up procedure
- Unloading procedure
- Details to watch while delivering
- Un-Hook procedure
- Empty notification- "Checking out"
- Detention at delivery
- Reseal and related paperwork after delivery
- Quallcom – "Empty Call"

Post-Delivery:

- Return Empty Trailer to mill
- Post-Trip inspection
- Proper Completion of logs and all other paperwork
- Dispatch for next day

Day Two:

- Repeat/ Reinforce Day 1 topics
- Plug trailer and demonstrate how to unplug

Day Three Four and Five:

- Dry a trailer
- Trainee does one entire delivery from shipper to return to mill
- Plug driver up and let him unplug
- Work on above areas where trainee needs reinforcement
- Final Day: Fill out Evaluation and send to dispatcher through Trip-Pak

Food Grade Training Outline (cont.)

1st Day
Follow the outline for all topics to be covered.

2nd Day
Follow the outline for all topics to be covered.

Trainee gets more involved in the second day. All topics covered on the first day should be reinforced the second day. Trainer gets the unload process started and trainee will unload the rest of the trailer. Trainer stands back and lets trainee determine when it is time to switch to the next hopper, then finalize to the end, including cleanout. Trainer should always be close by to react and correct if trainee makes a mistake.

NEW on 2nd day: Trainer plugs the trailer up and shows trainee how to unplug. Understand the entire process of unplugging by learning how it works. The un-plug procedures are located in this packet.

3rd-Day to 7th Day
Follow the outline for all topics to be covered.

Training guidelines:

Section 1: Tractor Pre-Trip inspection

- Approach the truck looking for abnormalities such as leaning or large unusual puddles of fluid on the ground
- Check bodywork for any damage from road debris or other vehicles parked nearby.
- Raise the hood and inspect the engine and ground for leaks
- Check all fluid levels (i.e.: oil, anti freeze, washer fluid)
- Check all serpentine and A/C belts for cracks or glaze
- Check passenger side steer axle suspension; springs "U" bolts, front and rear spring hangers.
- Check tie rod ends and that nut's are secured and cotter pins are in place
- Check right side steer axle brakes shoes, drums, air lines, brake chamber, slack adjuster, and grease line
- Check right Side Steer tire for tread depth and side wall damage
- Look for proper inflation
- Check frame for cracks
- Check for signs of loose bolts
- Walk to the driver side and check hood spot mirrors on the way
- Check driver side suspension as was done on the passenger side.
- Check steering shaft for play,
- Check for loose u-joint connections (steering)
- Check drag link and that nut's are secured
- Check pitman arm and that nut's are secured
- Check tie rod ends and that nut's are secured
- Start motor
- Check for oil pressure
- Check to see if air pressure is building

Section 1: Tractor Pre-Trip inspection (cont.)

- Check city horn
- Check air Horn
- Make sure defroster works
- Check wiper's, washer and wiper blades
- Check fuel gauge for accuracy by looking into the fuel tank
- Check both side view and both spot mirrors for cracks and aim
- After air pressure builds apply breaks fully and check for air loss
- Check permit book for expired paper
- Check fire extinguisher for charge and secure mount
- Check for triangles
- Turn on lights and flashers, exit cab
- Check battery box lid
- Check for frozen blower shaft in winter time by turning it by hand
- Check blower cap. It should be on capped and sealed
- Check air lines for cracks and glad hand rubbers
- Check fifth wheel perches, mounts and bolts
- Check forward axle air bags, spring, perch and hanger
- Check forward drive axle brake chambers shoes, drums and slack adjusters
- Check the same points on the rear drive axle
- Check all driver side tire; tread, sidewall, inflation and spacing
- Check lug nuts for rust streaks
- Check valve stem caps
- Check tires on passenger side in the same manner that was done on driver side
- Check exhaust system for leaks
- Check fuel tank straps
- Fuel tank cap and gasket
- Close and latch hood

Section 2: Pre-trip and hook Trailer

- Locate trailer
- Align truck and trailer and place fifth wheel at the front of trailer frame.
- **G**et **O**ut **A**nd **L**ook! Make sure that trailer height will match the fifth wheel and that nothing is obstructing the fifth wheel jaws
- Check that tractor mud flaps will clear the trailer during turns.
- If not enough clearance remove mud flaps on tractor
- Show where to find wash cert.
- Double check Trailer number
- Hook truck to trailer.
- Tug gently to assure unit will not come apart.
- Hook up air lines
- Check to be sure that fifth wheel handle has gone all of the way in
- Wind up landing gear.
- Inspect fifth wheel to assure that the jaws closed around trailer pin.
- Making certain that tractor protection valve is applied, release trailer brakes by pushing in trailer protection valve.
- Turn on all lights and flashers.

Section 2: Pre-trip and hook Trailer (cont.)

- Glad hand connection for air leaks
- Hot hose is stowed properly
- All hopper valves are closed
- Get down and look at trailer suspension
- Check: front axle springs
- Spring "U" bolts
- Spring hangers
- Torque arms
- Torque arm bushings
- Front axle brake shoes
- Front axle brake drums
- Kick tires (they should be hard and not bounce when hit)
- Check driver side front axle tire tread and side walls
- Check right side trailer wheel lug nuts for rust streaks
- Check tires for valve stem cap
- Check driver side rear axle tire tread and side walls
- Driver side hub oil level
- Look at driver side trailer spring equalizer
- Get down and check rear axle suspension
- Check leaf springs
- "U" bolts
- Spring hangers
- Torque arms
- Torque arm bushings
- Rear axle brakes
- Rear axle brake drums
- Note position of slack adjusters (brakes should be released)
- Check rear frame for cracks
- Go back to tractor and fully apply trolley break
- Take notice of any air escaping through glad hand connections
- Walk to back of trailer and listen for air leaks
- Get down and look at slack adjuster travel (it should be no more than 2 inches)
- Continue along passenger side of trailer
- Kick and check tires, hub oil level lug nuts tread depth, side walls, and valve stem caps
- Go over where to look for possible structural cracks on tank.
- Walk around front of tractor/trailer and check all lights and signals
- Check for any fresh damage on fenders/tank/light boxes
    - Fresh damage may be billable back to the mill
    - Fresh damage looks like very shiny scratches/bends in metal..
    - Also abuse on trailer by unauthorized use of metal/dead-blow hammers.
- Report any deficiencies from above immediately to maintenance and operations.

Section 3: Reporting Damaged Trailers

- If at a mill where trailers are preloaded
  - Call into dispatch before moving equipment and give description of damage.
  - Find someone from the mill to come out and document damage
  - Upon return bring trailer to shop for repairs
  - Fill out a vehicle defect report sheet with shop and take a copy
  - Driver contacted by Venezia Safety Dept for a report.
- If at a mill where trailers are live- loaded
  - Call into dispatch before moving equipment and give description of damage.
  - Driver contacted by Venezia Safety Dept for a report.

Section 4: Trailer Wash Cycles

- Interior of trailer washed every 14 days for Horizon Milling
- Interior of trailer washed every 14 days for Minot Milling
- Interior of trailer washed every 21 days for Miller Milling

FOOD SAFETY

- Trailers are also to be washed any time the food contact area of the trailer is worked on or the trailers integrity compromised or uncertain.
- Venezia trailer washes located at Culpeper, VA and Mount Pocono, PA
- Trailers must be completely empty to wash interior of trailer.

Section 5: Shipping location Procedures

A: Loading Procedures at Horizon Milling (Culpeper, VA/Mount Pocono, PA)

- Receive dispatch from Venezia
- Match assigned load order # with horizon paperwork Bill of Lading # (BOL).
  - Paperwork in Mount Pocono located upstairs in the employee cafeteria/break room
  - Paperwork for Culpeper located in scale house.
- Locate trailer # marked on bill of lading

FOOD SAFETY

- **Check that all seals on paperwork match trailer**.
- Hook/Pre-trip and deliver load

FOOD SAFETY

- Re-seal trailer and record seal #'s on BOL.
- (Mount Pocono) Drop empty trailer at Mill. Out of service trailers dropped at shop and written up.
- (Culpeper only) Upon completion of load fill out a "Return seal form" noting broken seals and replaced seals. Return form back to mill when completed.
  - If no issues with trailer then place in "ready to load" bin.
  - If out of service place in "out of service" bin.
  - Never turn this form in if trailer loaded from another mill.

B: Loading Procedure at Miller Milling, Winchester, VA

- Receive dispatch from Venezia
- Inform Miller upon arrival CB channel 12
- Pull over scale for empty weight.
- Inform control room load you are picking up.
- Inform control room last product trailer contained.
- Pull under assigned silo.
- RED stoplight = stop the truck.
- YELLOW light = pull forward
- BLUE light = back up.
- Once the trailer is properly lined up, **turn off the truck and exit the cab until further instructions.**
- Miller inspects trailer.
- Loader connects loading equipment to trailer.
- Loader may need truck pulled forward to finish loading into rear hatch, and signal YELLOW. RED light = stop truck. Exit truck and turn off engine.
- When loaded, loader will close and seal all hatches.
- Wait for GREEN light
- Get back into truck and pull over scale for loaded weight.
- Sign and receive paperwork in break room.
- Inspect all seals on the trailer to the B.O.L with the loader.
- Once all seals are checked, the shipment ready for delivery

FOOD SAFETY

Notice: Drivers are not allowed on top of the trailers for any reason

C: Blowback Procedure at Miller Milling, Winchester, VA

- Check in with control Room for pipe assignment.
- Hook up all hoses and open air assist to push air through mill pipes.
- Open product valve and do not exceed 6 psi.
- If 6 Psi is not maintained, The mills system and trailer will "plug up"

Section 6 – Flour loading from Railcar

A: Sample procedure

All Venezia drivers that are dispatched to unload rail cars are required to take samples. This applies to **all materials** shipped via rail car.
Samples are to be taken prior to each and every time a Venezia trailer is loaded.
If obvious contamination is discovered at the time of sampling **STOP**, the driver should make dispatch aware immediately. **DO NOT LOAD THE TRAILER**

The information needed on each of the sample bags is:
1) Shippers name
2) Rail car number
3) Venezia Order and Lot numbers
4) Date and driver's name
5) Compartment number

Section 6 A: – Flour loading from Railcar - Sample procedure (cont.)

Prior to leaving the rail facility with your load, the sample should be placed in the appropriate sample storage box or given to the Rail facility operator. All samples will be kept for a period of not less than 90 days.
Remember, **prior** to pulling the first load out of a full rail car; be sure to perform a rail car inspection report and turn it into dispatch. This will ensure product integrity. If any seals are missing - **STOP**, make dispatch aware immediately.
(DO NO LOAD THE TRAILER!)
When loading the trailer is completed, always be sure to **replace all broken seals** on the rail car. When the car is empty, a green Venezia plastic seal should be used. This applies to all valves and hatches that were opened.

Section 6 B:
Rail Yard Etiquette and House Keeping
In the name of a clean work environment and good housekeeping; company policy is that seals and other items used for trans loading are not discarded on the ground at the rail yard. If procedure is followed and the proper care is taken**; spills should not occur!** All trash must be disposed of in approved trash containers

Section 6 C
Truck and Trailer Weigh In procedure
Procedures will vary at different rail facilities. The following are general guidelines only and should be followed unless specific rail facility procedure is in place.

After you are hooked to the correct trailer and have completed the Pre Trip inspection as outlined in section 5, the next step is to empty weigh the unit before you begin the trans load process.

- Place the empty truck and trailer on the scale
- Write the truck and trailer numbers on the scale ticket
- Write the Rail Car Number on the scale ticket
- Print Scale ticket and leave it at the scale house.
- Proceed to the Rail Car.
- Upon Returning to the scale after the trailer has been loaded;
- Place scale ticket back on printer (make sure that you don't stamp over tare weight).
- Print Ticket and calculate the Net Weight.
- Fill in the weights on the Venezia Bill of Lading and the Rail Car Check in form.
- Fax all paper work to dispatch.

Section 6 D:
Trans Loading Procedures

There are several different methods that we use to transfer product from a rail car to one of our trailers. The particular method that you employ will depend on how the assigned trailer is set up, and how the rail car is designed to be unloaded.

The Rail Cars that we will discuss first are designed to be pressurized (just as our trailers are) to unload. These are known as PD cars (Pressurized Delivery) and usually contain products that are in a powder form such as starch. The basic principal is to aerate the product at the same time that the rail car is pressurized using the blower on the tractor. Then, once that car has been pressurized, blow the product into the trailer that you are hooked to. The next method that we will discuss is Vac. This is a bit more complicated as a special trailer is used that is specifically designed for drawing product from rail cars using vacuum. You will have to be fully trained in procedure and safety for vacuum trans loading. You'll learn how to set up and configure the trailer to draw a vac, then use the vac to draw product out of the rail car and load it on to your trailer. There are different rail car designs that require different tools and methods for vaccing out of rail cars. We will talk about them later in the manual. First we'll discuss PD:

Section 6 E: PD (Pressurized Delivery)

- Receive dispatch from Venezia
- Locate trailer indicated on Load Assignment
- Hook to, then Pre-trip trailer
- Double Check Trailer Number! Make sure that you are hooked to the correct trailer so that product contamination does not occur.
- Empty weigh truck and trailer and print out scale ticket. (See section 6C)
- Locate and match assigned rail car # on Load Assignment with the physical Rail Car #
- Make Sure that the **BLUE FLAG** is in place at the end of the row of cars. It must be placed on the track between the end of the row of cars and the first switch. This **MUST BE IN PLACE** before you continue to the next step!
- Place truck and trailer along side of the rail car so that the product line on the rail car is easily accessed and near the product line on the trailer.

Section 6 F:
Preparing the Rail Car

Again, there are different variations and required methods to load the trailer depending on how the trailer is set up. Regardless of how the trailer is equipped remember this fact; when blowing pressurized product into any vessel, air must be given a way out so that pressure does not build into the trailer that you are loading into. While air must escape, dust and product residue must be contained!

Section 6 F: (cont.)
Some trailers (specifically vac trailers) have a dust collector attached to them. All that is required is to open and close the appropriate valves to configure the trailer for dust collection.). Trailers not equipped with dust collectors (or vac canisters) are possible to load using the PD method by venting through a mobile dust collector that is on wheels. A hose must be hooked to the inlet on the dust collector, then to the rear stinger line provided that the trailer is equipped with 2 stinger lines on the back of the trailer. Loading can be done through the other (front) stinger line.
If the trailer has only 1 stinger line then that line must be used for dust collection. Loading then takes place through the product line and hopper valves. (See picture A-2)

In extremely rare occasions and in remote locations, it may be necessary (and is possible) to load through the trailer product line or stinger and use a ring and bag placed in a dome opening to vent the trailer and provide dust containment.
To utilize this method you will have to access the top of the trailer and open the rear dome hatch. Then place the 18"diameter canvas bag into the dome lid opening. The bag is held in place by a 18" diameter ring that can be adjusted out to put pressure against the opening to keep the bag in place.

Good Housekeeping Note* - before you remove a product line cap from a rail car or trailer; always place a dish pan under the fitting to catch any product that might fall out. If the customer requires a sample, remove the sample from the product line when you are removing the rail car product line cap. Don't forget to place a dust pan under the product line!

- **Double Check Rail Car Number! Pulling product from the wrong Rail Car will result in customer contamination!**
- **Rail Car Check In;** If this is the first load pulled from the rail care since it has arrived, you will need the **Rail Car Check in Form** to record all seal numbers on the: product line, air assist, blow down valve, gauge box and hot hose caps (if equipped). All rail Car seals are wire. Wire cable cutters will be needed to remove these cable seals.
- Remove the following Rail Car seals:
    - Product line
    - Air assist valve
    - Blow down valve
    - Hot Hose connection
    - Gauge Box
- Record all seal numbers that you remove from the rail car as well as the seals that you use to close the car on the "Rail Car Check in Sheet".
- Attach a 3" hot hose to the hot hose connection on the rail car.
- Make sure that the air assist, top air and blow down valves are closed.
- Make sure that the rail car aerator valves are open.
- Hook product hose to the rail car

Section 6 F (cont.)

- **NOTE** – In most cases; rail cars are equipped with a 5 inch male product line discharge fitting. A 5" female to a 4" male reducer fitting will be required to attach the product hose to the rail car product line fitting.
- Secure **all** (including all hot hose) cam lock fitting connections on the rail car and trailer with Velcro straps so that the fittings won't come loose during pressurized transfer as the hose will be jumping around with a substantial amount of energy.

Section 6 G: Preparing the Trailer

- Attach the other end of the product hose to the trailer front stinger or trailer product line.
- If loading through the product line: open the center hopper valve on a 3 hopper trailer.
- On a 4 hopper trailer; the load will be split between the 2nd and 3rd hoppers; load the 3rd hopper first so that reading the tractor suspension gage will be more accurate.
- **Make sure that the air assist valve on the trailer is closed!** The Air Assist valve must be closed to prevent product from being forced up the toward the hot hose.
- Attach the other end of the rail car hot hose to the hot hose/aerator manifold on the rear of the trailer. Or 3 sections of hot hose will be needed to reach the rail car from the blower.
- **Use Velcro straps to secure all hose ends!**
- Close all individual aerator isolator valves on the trailer so that no blower air will go into the trailer.
- Hook the hot hose on front of the trailer to the blower.
- **Double Check**! Make sure that: trailer blow down, air assist, individual aerator and top air valves are closed.
- Open the valve between the tank and the trailer mounted dust collector. (Or see section 7E).
- Open the dust collector blow down valve.

Section 6 H: Hook Accessories; i.e. Dust Collector and Magnet

Dust Collector Connection:

- A non collapsing hose should be used between the dust collector and the tank body.
- Break all seals on the dust collector caps and hose ends
- Remove Hose Plugs from dust collector hose and caps from dust collector inlet and out let.
- Hook the dust collector hose to the "Vent" stinger on the trailer.

Dust Collector Connection:

- The other end of the dust collector hose must be hooked to the inlet on the dust collector.
- Remove the seals and rain/dust cap from the dust collector outlet.
- The dust collector is now ready for use.

Section 6 G: Hook Accessories; i.e. Dust Collector and Magnet (cont)

Magnet Connection:

- Most magnets are directional; meaning they must be hooked up so that the rail car is hooked to the inlet. Look for markings on the magnet fittings that will indicate which end is the inlet, or, an arrow on the body of the magnet indicating direction of flow. After making the appropriate product hose connections; wrap the cam lock fittings with a Velcro Safety Strap
- After the transfer is complete, the rail car is depressurizing, the product transfer hoses are removed – open the magnet to inspect for metal shavings.
- If anything unusual is found; Call dispatch immediately!

After inspection:

- Close the magnet
- Replace the dust/Rain caps
- Reseal and document the seal numbers.

Section 6 H Rail Car Transloading Procedures – PD
Engage the P.T.O.

You are now ready to begin transferring product from the rail car to the trailer.
STOP! Re check the trailer number and the rail car number; make sure that they match the respective numbers on the Load Assignment.

- Enter the cab and depress the clutch pedal all the way to the floor
- Place the transmission in 1st gear
- Locate the P.T.O switch and flip to the "on" position
- Place transmission in neutral.
- Slowly release clutch – P.T.O is now engaged.
- Set engine RPM's according to the sticker on the dash.
- Turn on engine fan override switch

Section 6 I; Dust Collector Clean Out Procedure.

The dust collector must be cleaned out after each load is transferred. This is usually done after transfer is complete, hoses are capped and put away, truck is scaled out and sealed.

- Place the supplied 5 gallon bucket under the dust collector clean out valve on the bottom of the unit.
- Remove dust cap and open clean out valve.
- Contained dust will fall into the bucket. It may be necessary to lightly hit the body of the dust collector with a rubber mallet to loosen stuck material.
- Close the dust collector valve
- Remove 5 gallon bucket; discard contents in trash.
- Reattach the dust cap to the bottom of the dust collector.

Section 6 J
Rail Car Trans Loading Synopsis

As soon as you engage the blower; the rail car body will begin to pressurize. The more empty space in the Rail Car; the longer it will take to reach the desired pressure.
12 p.s.i. is a good place to start. Assuming the rail car is partly empty; it may take a good 10 minutes for 12p.s.i to be reached. It is strongly recommended that you take the time to build to 12 p.s.i. before you begin to transfer. Once you open a Rail Car Hopper valve and begin the process, it will be very difficult to increase rail car pressure without plugging up. It is advisable to obtain the desired pressure then monitor gauges and make slight adjustments to the air assist valve on the rail car to maintain pressure. Increasing pressure now will be very difficult.

As you load the trailer; you will find yourself bouncing back and forth between watching the rail car pressure gauges and checking the progress in your trailer by using your rubber mallet to determine how much product you have transferred into the trailer. You'll also want to occasionally check the tractor suspension gauge on the dash to make sure that you don't over load the trailer.

Most Rail cars are shipped with 180,000 to 200,000 pounds of product in them. The most efficient process is to load as much as you legally can so that 4 trailer loads will empty out the rail car. If you don't load enough the first time then there will be less than a load left in the rail car after the 4th load is taken out. This means that a driver will have to remove what is left then get the remainder from the next rail car to complete his load. He will have to split the load which is a big hassle as it involves extra work because the truck and trailer will have to be weighed 2 more times, it is very time consuming. Do unto others as you would have them do unto you; **You must remove at least 48,000 to 50,000 pounds each time you load from a rail car.**
On the other hand; if too much product is loaded you will be over gross. You will then have to blow back into the rail car which is (again) time consuming and labor intensive. Practice will make perfect. As the number of loads that you transfer from a rail car increases; so will your proficiency. You will learn techniques to make the job easier and you will learn when you have just the right amount of product loaded.

Section 6 K
Rail Car Trans Loading Shut Down Procedure:
When you think you have enough product transferred so that you have pulled the optimal weight of at least 48,000 to 50,000 pounds do the following;

- Close the rail car hopper valve.
- Open the rail car air assist valve fully
- Slowly – fully open the rail car blow down valve.
- Go to the trailer and open the front hopper valve

Section 6 K (cont.)

- Work the rear hopper valve open then closed until the product left in the trailer product line is sucked back into the last hopper. This is an important step that if missed will cause problems when you attempt to unload the trailer as the product line will be plugged.
- Idle down the blower.
- Once rail car pressure is reduced to 3 p.s.i. it is safe to remove the hot hose from the blower.
- Remove the hot hose from blower and stow on trailer cradle.
- Leave PTO engaged to allow the blower adequate time to cool before shutting it down.
- Remover hot hose from rail car and aerator manifold on trailer. Plug all hose ends to prevent contamination, leave at rail car (for now) on the ground. **Hose ends must be capped and elevated!**
- Remove product line from trailer and place a plug in it to prevent contamination, leave at rail car, **elevate ends off of ground!**
- Remove hose from stinger to the dust collector, plug and leave at rail car.
- Drive to the scale and check weight.
- Subtract tare from gross to get net weight.
- If between 48,000 and 50,000; complete paper work (rail car check in and BOL) and fax them to Dispatch.
- Access top of trailer and remove ring and bag, close and reseal dome lid (if used).
- Go back to rail car and remove hoses and fittings from car; cap, seal and stow.
- If lighter than 48,000; go back to rail car and repeat steps to get enough product.
- Re cap and seal all trailer openings – record seal numbers on BOL or rail car check in sheet. **Seal numbers MUST BE DOCUMENTED!**
- Re seal hot hose cap and product line cap on the rail car.
- Move dust collector buggy out of the way
- Put all fittings and hoses used back where they belong.
- Transload is now complete.

Section 7: Transporting the load

FOOD SAFETY
- All trailer seals must remain intact during transportation

FOOD SAFETY
- Load cannot be left unattended in a non-secure area
- If an overnight delivery and break must occur, driver is to re-check all seals during pre-trip.
- Beware of low clearances on product line of trailer
- Loaded food grade trailers are top-heavy, take turns and ramps with caution.
- Bakeries are receiving multiple commodities and on time delivery is essential to keep them running smoothly.
    - Our customers grade us on on-time performance
    - We evaluate our drivers on on-time performance

Section 7: Checking In at customer

This procedure varies from customer to customer but always assume this procedure is the case if you don't know.

- Pull into customer location
- Find and enter the receiving area

FOOD SAFETY
- Wear hairnets and beard nets supplied by bakery when entering
- Stay within area dedicated to receiving. Do not wander around in bakery.
- Take the Bill of Lading and other Mill paperwork to the receiver
- Ask receiver what pressure to unload at
- Receiver will:
    - Examine paperwork to determine correct product and destination.
    - Assign a pipe to unload into
    - Unlock unload pipe
    - Check that the seals on trailer match paperwork

FOOD SAFETY
    - Examine product hose with flashlight for foreign material
    - Break or instruct driver to break product line/hose tube seals.
- Unload into assigned pipe

Section 8: Procedure for Engaging the PTO

- Break seal on blower cap
- Remove cap off the top of blower fitting.
- With truck running, get inside truck and keep emergency brakes engaged.
- Push in clutch and put truck in 1st gear then take it back out of gear while holding clutch down.
- Locate the PTO switch on dashboard or floor panel and Engage it.
- Slowly let the clutch pedal out

Section 8: Procedure for Engaging the PTO (cont.)

- Get out of truck and check blower air for water or debris before attaching hot hose.
- Disengage PTO Attach Trailer Hot Hose to blower fitting, secure with Velcro strap
- Re engage PTO

Section 9: Unloading Procedures

A: Flour

- Carefully remove product hose from hose tube
- Inspect gaskets on hose
- Make sure all product valves are closed
- Tilt hose end down to shake out anything that may be left in hose.
- Hook hose to correct assigned customer pipe and trailer.

FOOD SAFETY

- Place In-line screen between hose and customer pipe to catch anything that could be stuck in hose.

FOOD SAFETY

- Place orange Velcro straps around cam-lock rings to prevent fitting from coming loose.
- Hook Hot air hose to blower.
- Follow PTO blower startup instructions in section 8.
- Using cruise control in the cab of the tractor, set RPM to desired level.
- Open aeration valve.
- Close top air.
- Close air assist to build tank pressure to 8-10PSI depending on customer restrictions.
- Open air-assist to half way open.
- Open # 2 hopper product valve slowly ¾ open.
- Once flow is established; open product valve fully
- Adjust pressure accordingly using methods in section 9
- Use rubber mallet to knock flour off sides of the tank by making solid contact on the sides of the cones and hoppers.

Drivers must remain by trailer, out side of the tractor, to monitor unloading process and to monitor pressure the entire time product is being transferred from truck to silo.

- When mallet makes a hollow sound all the way to the base of the product valve it's time to move on.
- Close #2 product valve
- Repeat above steps in below order until tank is empty
- Unload trailer in the following order
    - #2 hopper
    - #1 hopper (Closest product valve to tractor)
    - #3 hopper
    - #4 hopper (Farthest product valve from tractor)
- When empty use clean out procedure located in section 11.
- Carefully unhook equipment
- Cap product hose and put into hose tube
- Cap screen and muffler and put into dry/clean area in tractor
- Reseal tank and record seal numbers on return form.

Section 10: Regulating Tank Pressure

- Customer pressure requirements vary. Be sure to check with receiver before pressurizing.
- Unload pressure is monitored by watching the tank pressure gauge.

NOTE: Tank pressure will respond gradually. After making adjustment allow time for trailer to respond.

- If pressure rises above customer limit:
  - Open air-assist valve 1 notch
  - Watch pressure gauge
  - If pressure doesn't drop enough open air-assist valve 1 more notch.
  - Repeat at necessary
- If pressure starts to drop:
  - Close Air-Assist 1 notch
  - Watch pressure gauge
  - If pressure doesn't rise enough close air-assist valve 1 more notch
  - Repeat as necessary

➢ **Be careful when closing the air assist valve. Closing it too much too fast will take needed air away from the product line which could cause the product line/hose/silo pipe to plug. All Air Assist adjustments should be minor and gradual in nature.**

Section 11: Clean out Procedure

- After last hopper is empty – Close all product valves.
- Vibrate Hoppers by opening all vibrator valves
- Close air-assist to build tank pressure to 8 PSI
- Open air-assist fully.
- **Slowly** open 1st product valve and let drain down to 3-5 PSI.
- Close 1st product valve and repeat above steps to clean out remaining hoppers. **NOTE**: certain customers' systems will not take this procedure. Use lowest pressure possible to clean out at those customers.
- Open Blow Down Valve
- Open air assist fully.
- Reduce blower RPM.
- Once tank pressure is below 3 psi; Remove hot hose from blower; stow and reseal
- Let the blower cool down for 5 minutes.
- Carefully disconnect product hose by holding one cam lock closed and opening the other. If a puff of dust is observed escaping from the open cam lock; pressure still remains in the hose and it should not be removed. Open a hopper valve to relieve pressure then remove product hose

FOOD SAFETY

- Remove and check screen
- Re-cap and put product hose/screen away.
- Place the blower cap on the blower outlet and Reseal blower cap

Section 12: Unloading Procedures: Sugar

Top air must be used to initially build pressure, then all the way through the unloading process. This will eliminate the heat that the viberators will cause.

The use of viberators while unloading will melt the sugar and ruin the product.

After the clean out procedure, and, after all of the hoppers are empty the viberators must be used briefly to shake residual product off of the trailer walls, and to break up clumps that might occur.

When unloading sugar use the following steps:

- Set RPM to maximum setting on tractor.
- Close Blow Down Valve
- Open top air.
- Close aeration valve **DO NOT USE VIBERATORS**.
- Close air assist to build tank pressure 8-10PSI unless otherwise specified by customer.
- Open air assist fully.
- Close top air ¾ closed.
- Open first product valve slowly – to half way open.
- After the flow has been established (after 3 to 5 min) close the Top Air Valve fully
- Adjust tank pressure by slightly opening product valve to increase pressure, or slightly close product valve to decrease pressure. As flow is established hopper valve shold be ¾ to 7/8 open.
- When first hopper is empty; continue with 2nd, 3rd then 4th hopper in sequence until all are empty.
- The front of the trailer must be emptied first to reduce the product exposure to heat as soon as practical. The farther we get from the blower the cooler the trailer/product will be.
- Once all 4 hoppers are empty, follow the normal clean out procedure by opening one hopper valve at a time until pressure cannot be maintained in each hopper.
- At this point: open the AERATOR/VIBERATOR BLOCK VALVE
- Fully close the TOP AIR VALVE
- Fully close the AIR ASSIST VALVE
- Allow the viberators to run for 1 full minute
- With the Air Assist Valve still closed, open one hopper valve at a time until pressure cannot be maintained.
- When complete; shut down as normal
- Close AERATOR/VIBERATOR BLOCK VALVE

Section 13: Unplug Procedure

1. Open air-assist fully.
2. Close product valve.
3. Close top air valve.
4. Close aeration valve('s).
5. Open blow down valve, give a couple of minutes for line to clear. If this does not work go to step #6.

6. With air-assist open fully, open and close 4th product valve several times. If line is not cleared, open and close 1st product valve doing the same thing to the 3rd and last valve until the line is unclogged.

Section13 (cont.)

☆ Unplug procedure should be done by checking line after each step. Line could clear anytime. This procedure will unplug a clogged product line 99% of the time. However, if this procedure is unsuccessful and the clogged trailer needs to be returned to the mill, care should be taken when unhooking the product line because pressure may still remain in the product hose. Pay special attention to the clean out procedure noted above when removing the product hose – "*Carefully disconnect product hose by holding one cam lock closed and opening the other. If a puff of dust is observed escaping from the open cam lock; pressure still remains in the hose and it should not be removed. Open a hopper valve to relieve pressure then remove product hose".*

Section 14: Return Product Procedure

- Communicate to Operations before leaving customer
- FOOD SAFETY All access points must be re-sealed with red-return product seals
- Fill out a DTR for all time involved and get control #
- FOOD SAFETY Seal numbers, time sealed, name of person sealing must be recorded on BOL.
- Inquire with dispatch where to drop the trailer.

Section 15: Disengage PTO Procedure

- Depressurize trailer totally
- Turn off cruise control and bring engine down to an idle
- With blower idling remove hot hose and stow it back on trailer/reseal it.
- Allow blower to idle while stowing product hose and fittings to allow it to cool down.
- Get in tractor and press in clutch pedal, disengaging PTO
- Once PTO has stopped turning flip the PTO switch off
- FOOD SAFETY Re-cap and seal the blower cap.

Section 15: Check out Procedure

- FOOD SAFETY Re- Seal Hot hose, Product pipe, Hose Tube, Blower and any other seals broken to unload. Use blue seals which indicate an empty trailer. Record seal #'s on paperwork.
- Red seals indicate trailer is out of service. Do not use unless instructed to.
- Have receiver sign Bill of lading.
- If detention is involved have receiver sign your Detention form.

Section 16: Paperwork

A: Detention

- These forms are to manually verify time at a location
- Detention is due to the driver after 1 hr from pickup time at shipper.
- Detention is due to the driver after 2 hrs from delivery time at consignee.
- These forms are also used for blowbacks, time emptying water trailer, railcar work, Time waiting before a "Truck ordered not used", and etc.
- Detention forms must be filled out completely and signed by mill at shipper and receiver at consignee.

Section 16A (cont.)

- Before 12 noon the following business day, driver must request a control number from dispatcher specifying
  - Time arrived
  - Time departed
  - Reason for delay.
- Control number issued by dispatch must be put on Detention form.
- Detention forms are sent in the same envelope as the bill of lading for the load.
- See a copy of a properly completed detention form in section 24.

B: Bill of Lading

- The shipper provides the Bill of lading.
- Bill of lading must be inspected when load is picked up and verify trailer number, Customer name, and seals match.
- A Bill of lading must be turned in for any deliveries that are unloaded.
- Failure to turn in a Bill of Lading will result in non-payment of delivery.
- All Bills of lading must be signed by the receiver for each attempt to deliver.

C: Trip Pak Envelope

- One envelope for each trip
- Fill out all information on front of the envelope including control numbers.
- Put Bill of Lading and Detention form together in one envelope for the corresponding load.
- Include any receipts for on-road purchases with corresponding P.O # issued by Venezia.
- Include Log page for the day in last envelope along with paperwork.
- Turn envelopes in daily to Trip-Pak boxes located at the shipper.

Section 17: Possible Food Safety Issues

FOOD SAFETY

- **Clogged screen:** Since a screen is to be used during all unloads, occasionally dried flour or damp flour will get caught in the screen. When this happens notify dispatch immediately and do not attempt to unload any more product until dispatch has given the go ahead. Spare the customer the details of the problem. Together we'll work on a solution.

FOOD SAFETY

- **Finding Foreign Material in your screen:** The first thing to do is call Venezia dispatch immediately and report what has been found. Venezia will notify customer and instruct driver what to do with foreign object and remainder of load.

FOOD SAFETY

- **Food grade Rubber:** All gasket rubber on the trailer from hot air hose to product hose and product valve must use certified food grade rubber that is white in color. Black rubber is not food grade certified and not allowed.

FOOD SAFETY

In-line product screens: Venezia drivers must always use an in-line product screen for unloading flour. This screen is to be attached to the customer's intake pipe (not to the

Section 17 (cont.)

- Venezia trailer). Venezia dispatch will notify drivers if a customer already has an identical in-line screen, thus eliminating the need for the driver to use one. All screens are to be **stored capped and in dry, clean area.**

FOOD SAFETY

- **Leaking Dome-lid:** Upon pressurizing and a dome lid leak occurs, shut down immediately and call dispatch. Climbing on top of trailers presents a falling hazard and a liability so do NOT attempt to climb up on the trailer and repair without consulting with dispatch. Venezia will work with the customer to find a solution to the problem.

FOOD SAFETY

- **Leaking Product Line Clamp:** Upon pressurizing and a product line leak is detected at the clamp, shut down immediately and call dispatch. Do NOT attempt to re-seat the seal while the trailer is pressurized. Venezia will work with the customer to find a solution to the problem.

FOOD SAFETY

- **Shims:** It is Venezia company policy to prohibit the unauthorized use of "shims" to tighten a loose cam lock fitting. In the event a Venezia driver encounters a loose fitting that would prevent a successful flour unload (with no spillage) the following procedures must be followed:
    - Driver should call into Venezia dispatch to report the problem and provide any suggestions to resolve the situation.
    - Venezia dispatch will notify customer of the problem and possible solutions.
    - Customer will direct Venezia with the appropriate actions to be taken.
    - Venezia dispatch will contact the driver with the next actions to be taken.
    - If a "shim" is approved for use on a specific delivery, the Venezia driver must have the receiver sign the bill of lading with a note similar to "Shim OK" in addition to the standard receiving signature.

- **Spilling product:** Any product spills; Large or small must be immediately reported to Venezia Safety Department.

FOOD SAFETY

- **Trailer seals:** Before the driver leaves the flourmill, driver inspects all trailer seals reachable by ground to insure the numbers match the seal numbers on the bill of lading. If the seal numbers do not match, the driver must call into Venezia dispatch for further direction. Trailer must remain sealed at all times and re- sealed at customer immediately after unloading.

Section 18: Trailer Drying Procedure

- After a trailer is washed out, the trailer needs to be dried.
- Remove hose from hose tube and affix screen to end/ Elevate hose end 1 foot above ground and hook to product pipe of trailer.
- Hook up the blower to trailer and run blower at high RPM to aerate the vibrators.
- Build tank pressure to 10PSI
- Open Air assist line ½ turn to send air through produce line
- Open all hopper valves ¼ turn
- Watch for tank pressure to avoid over pressurizing
- Run for 30 minutes or longer while watching for signs of water from discharge pipe.
- This will take in excess of 2 hours in cold weather.
- When you have determined all is dry, shut down, disconnect hose.

- Check at hatches, caps, valves, and all pipe related items and secure for traveling.
- Seal all hatches, hot hose, product pipe cap, both end of hoses and both end of hose holder.

Section 19: Trailer Seals

FOOD SAFETY

Trailers are to remain sealed unless being loaded/unloaded or washed.

Bulk Trailers unloading at an Ardent Mills or Ardent Mills Customer Facility must arrive sealed and seal shall only be removed by an Ardent Mills or Ardent Mills customer employee, or an approved carrier employee under direction from Ardent Mills customer. Trailers empty or loaded will remain sealed at all times when unattended. They shall remain sealed unless actively being loaded, unloaded, cleaned or inspected.
Seal numbers will be recorded on wash certificates (White seals). Permanent or cable seals must be used to seal points that will not be broken until the next wash and should be documented separately on the wash certificate so that there is no confusion between seals that will be removed and replaced vs those semi-permanent seals.
The driver will use a carrier supplied seal to replace any shipper seals removed for the unloading process. Removed seals must be disposed of properly and not left lying on the ground or on equipment.
Seals must be cinched tightly to prevent manipulation. The rings/holes through which seals are placed must be solid or spot welded to prevent undetected removal.
Prior to departing the mill, on the Ardent B.O.L. at the very least; drivers are to check off the seals they will break at the customer, i.e. - product line, hose tube, hot hose

The following Seal Colors MUST be used:

- Blue seal = Trailer in service and empty returning to mill
- White seal = Freshly washed
- Green = Loaded with White or Clear Flour Only
- Orange = Loaded with Whole Wheat, Durum or Rye Only
- Purple =Loaded with Ultra Grain and Wheat Select Only
- Red seal = **STOP** Trailer is Out of Service

Seals are located on all of the following:

- Hatches
- Hot hose
- Product pipe caps
- Stingers
- Hoses – both ends
- Hose holders – both ends
- Blower cap on tractor
- Any other miscellaneous entry points on trailer

Section 20: Tractor Post-Trip inspection

- Raise the hood and inspect the engine and ground for leaks
- Check all fluid levels (i.e.: oil, anti freeze, washer fluid)
- Check passenger side steer axle suspension; springs "U" bolts, front and rear spring hangers.
- Check tie rod ends and that nut's are secured and cotter pins are in place
- Check right side steer axle brakes shoes, drums, air lines, brake chamber, slack adjuster, and grease line
- Check right side steer tire for tread depth and side wall damage
- Check tires for proper inflation
- Check frame for cracks
- Check for signs of exhaust leaks
- Check for signs of loose bolts
- Check driver side suspension as was done on the passenger side.
- Check steering shaft for play,
- Check for loose u-joint connections (steering)
- Check drag link and that nut's are secured
- Check pitman arm and that nut's are secured
- Check tie rod ends and that nut's are secured
- Turn on lights and flashers, exit cab
- Check blower cap. It should be on capped and sealed
- Check air lines for cracks and glad hand rubbers
- Check fifth wheel perches, mounts and bolts
- Check forward axle air bags, spring, perch and hanger
- Check forward drive axle brake chambers shoes, drums and slack adjusters
- Check the same points on the rear drive axle
- Check lug nuts for rust streaks
- Check fuel tank straps
- Check bodywork for any damage from road debris or other vehicles
- Close and latch hood

Section 21: Post trip and unhook trailer

- Locate designated area for empty trailers
- **G**et **O**ut **A**nd **L**ook! If you are backing in and you don't know if you're able to clear an obstacle.
- Pull emergency brake buttons on tractor and trailer
- Unhook air lines
- Wind down the landing gear. Be sure to set the legs firmly on the ground. When the mill loads the trailer you'll make it easier for the next driver to hook.
- Pull the fifth wheel pin
- Get down and look at trailer suspension
- Front axle leaf springs
- Spring "U" bolts
- Spring hangers
- Torque arms
- Torque arm bushings

Section 21: Post trip and unhook trailer (cont.)

- Front axle brake shoes
- Front axle break drums
- Kick tires (they should be hard and not bounce when hit)
- Check right side trailer wheel lug nuts for rust streaks
- Driver side hub oil level
- Look at driver side trailer spring equalizer
- Get down and check rear axle suspension
- Check: Springs
- "U" bolts
- Spring hangers
- Torque arms
- Torque arm bushings
- Rear axle brakes
- Rear axle brake Drums
- Note position of slack adjusters (brakes should be released)
- Check rear frame for cracks
- Walk around front of tractor and check all lights and signals
- Check for any damage to tank you didn't notice on pre-trip
- Unhook light cord from trailer
- Release tractor emergency brakes
- Pull slowly away from trailer watching in mirror that trailer comes off tractor.
- Report any deficiencies from above immediately to maintenance and operations.

Section 22: Reporting Equipment for Repairs

- Do not call the shop directly
- Send a VCR Defect macro- see section 22 Quallcom instructions.
- Upon arrival back to terminal go to the shop and fill out a vehicle defect report. See example in section 26.
- Take one copy of the vehicle defect report for your records.

Section 23: Qualcomm instructions

- Hours of Service
    - Messages -> Compose Tab
    - Select Macro13 “Drivers Hours of Service”
    - Type in all fields in the date
    - Type in all fields of hours
    - Press “Send”

- Arrived at Shipper
    - Messages -> Compose Tab
    - Select Macro 4 “Arrived at Shipper”
    - Type in Venezia order number
    - Press “Send”

- Loaded Call
    - Messages -> Compose Tab
    - Select Macro 5 “Loaded Call”
    - Type in Venezia Order number
    - Type in Net Weight of load
    - Type in BOL number
    - Type in Trailer number
    - Press “Send”

- Arrive at Consignee
    - Messages -> Compose Tab
    - Select Macro 6 “Arrive at Consignee”
    - Type in Venezia Order number
    - Press “Send”

- Empty Call
    - Messages -> Compose Tab
    - Select Macro 7 “Empty Call”
    - Type in Venezia Order number
    - Type in Y or N for Unload

Section 23: Qualcomm instructions

    - Type in Drop trailer (only if dropping trailer)
    - Type in Pick trailer or Current
    - Press “Send”

- Arrived at Extra Stop
    - Messages -> Compose Tab
    - Select Macro 8 “Arrived at Additional Stop”
    - Type in Venezia order number
    - Press “Send”

- Unload at Extra Stop
    - Messages -> Compose Tab
    - Select Macro 9 “Arrive at Extra Stop”
    - Type in Venezia order number
    - Press “Send”

- Hook Call (for picking up a trailer at any yard)
    - Messages -> Compose Tab
    - Select Macro 12 “Hook”
    - Type in Venezia Order number
    - Type in Trailer number
    - Press “Send”

- Directions/ customer info
    - Messages -> Compose Tab
    - Select Macro 14 “Customer Info Request”
    - Type in company ID (First 3 letters of company name and first 3 letters of city name).
    - Press “Send”

- Preplan Commitment
    - Messages -> Compose Tab
    - Select Macro 2 “Preplan Commit”
    - Type in Y for Yes and N for No
    - Type in Venezia order number
    - Press “Send”

- Park- Drop loaded Trailer
    - Messages -> Compose Tab
    - Select Macro 11 “Drop Trailer”
    - Type in Venezia order number
    - Type in drop trailer
    - Type in pick up trailer
- Press “Send”

Section 23: Qualcomm instructions

- Breakdown/Trouble message
    - Messages -> Compose Tab
    - Select Macro 18 “Breakdown/Trouble Type in Tractor/Trailer
    - Need help: Y or N
    - Type in Location with Directions
    - If delivering-will be late Y or N
    - Press “Send”

- Accident
    - Messages -> Compose Tab
    - Select Macro 19 “Accident”
    - Answer all questions Y or N
    - Press “Send”

- Emergency Message
    - Messages -> Compose Tab
    - Select Macro 23 “Emergency Message”
    - Type in message
    - Press “Send”

- Decline Trip
    - Messages -> Compose Tab
    - Select Macro 20 “Decline Trip”
    - Type in order #
    - Press “Send”

This function serves as a “refusal of dispatch” and disciplinary action may follow.

- E mail from Truck
    - Messages -> Compose Tab
    - Select Macro 21 “Email from Truck”

- Load Request
    - Messages -> Compose Tab
    - Select Macro 30 “Load Assignment Request”

- Comments (To communicate privately with VP or Ops or Payroll)
    - Messages -> Compose Tab
    - Select Macro 31 “Suggestion or Comment”

- Liquid trailer inspection
    - Messages -> Compose Tab
    - Select Macro 34 “Monthly MC331 Delivery Systems”
    - Follow steps in Qualcomm

- Tractor and trailer defects
    - Messages -> Compose Tab
    - Select Macro 35 “VCR/Defect Macro
    - Follow steps in Qualcomm

Section 24: Dispatch

- By phone
    - From Sunday at 5:00PM to Friday at 5:00 PM we have someone in the office 24 hrs/day answering the phones.
    - Saturday live phone coverage hours from 8:00AM to 11:00AM
    - Call 1-800-635-2083
        - Culpeper, VA/ Winchester, VA Ext. 237
        - Pocono, PA Ext 239
    - Call between 12 noon and 4:30 PM the day prior
    - Make sure when you call you get:
        - Tractor you're using
        - Pickup time
        - Pickup location
        - Delivery time
        - Delivery location
        - Product you are delivering
        - Any special delivery instructions
- By Qualcomm
    - Corporate monitors Qualcomm messages from trucks at 5:00PM Sunday to 5:00PM Friday.
    - Saturday Qualcomm monitoring 8:00AM to 11:00 AM.
    - Load assignments and pre-plans generally get sent the day prior.
    - Load changes will occur via Qualcomm
    - Assignment includes all load information
    - Venezia pays per message and per character on Qualcomm so please abbreviate and avoid un-necessary messages.
    - Dispatch can see if a driver reads their dispatch
    - Driver is expected to call dispatch if any questions regarding assignment.
- If something goes wrong call dispatch immediately.
    - Allow dispatch to take responsibility for decisions made

Section 25: Breakdown

- Qualcomm a "Breakdown/Trouble message"(see section 22)
- Do not call terminal location mechanic directly
- Call Venezia 1-800-635-2083 and talk to road breakdown person
- Breakdown person will ask questions in an effort to diagnose the problem.
- Sometimes the driver will be asked to perform small tasks in an effort to get him/her back on the road sooner.
- Road service may be called out if unit cannot be moved safely.
- Breakdown may send driver to a terminal or an outside shop for repairs.
- When repairs complete driver is to request a control # from dispatcher for all time over an hour broken down.
- Place control # on Trip-Pak envelope.
    - Note: Driver has to log breakdown time and 10 hour breaks are not paid.
    - Note: Automatic 1 hour not given if a re-occurring problem

Section 26: Necessary locations to deliver during Training

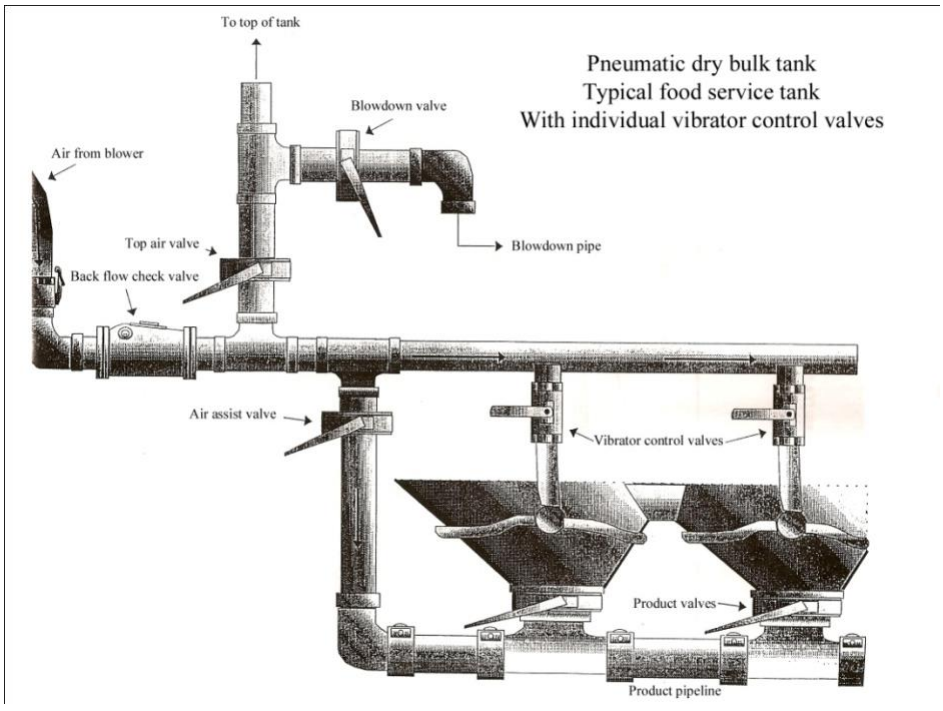
- The following delivery locations require special training and must be part of the training dispatch.

    - Horizon, Culpeper, VA
        - Domino's Pizza, Odenton, MD
        - Maruchan, Chesterfield, VA

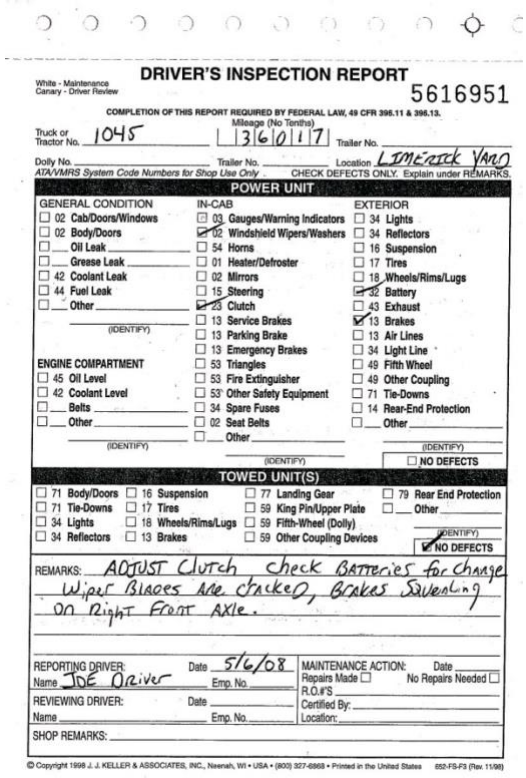
    - Horizon, Mount Pocono, PA
        - A&S bakery, East Rutherford, NJ
        - Automatic Rolls, Edison, NJ
        - Butter Crust, Northumberland, PA

    - Miller Milling, Winchester, VA
        - Nestle, Danville, VA
        - Mid-Atlantic Bakery, Baltimore, MD
        - Wilkins-Rogers, Ellicott City, MD

Section 27: Trailer Illustration



Section 28: Properly completed Defect write-up slip at Venezia Terminal.



DRIVER'S INSPECTION REPORT

White - Maintenance
Canary - Driver Review

5616951

COMPLETION OF THIS REPORT REQUIRED BY FEDERAL LAW, 49 CFR 396.11 & 396.13.

Truck or Tractor No. 1045 | Mileage (No Tenths) 136117 | Trailer No.

Dolly No. | Trailer No. | Location LIMERICK YARD

ATA/VMRS System Code Numbers for Shop Use Only | CHECK DEFECTS ONLY. Explain under REMARKS.

POWER UNIT

GENERAL CONDITION	IN-CAB	EXTERIOR
☐ 02 Cab/Doors/Windows	☑ 03 Gauges/Warning Indicators	☐ 34 Lights
☐ 02 Body/Doors	☑ 02 Windshield Wipers/Washers	☐ 34 Reflectors
☐ ___ Oil Leak	☐ 54 Horns	☐ 16 Suspension
☐ ___ Grease Leak	☐ 01 Heater/Defroster	☐ 17 Tires
☐ 42 Coolant Leak	☐ 02 Mirrors	☐ 18 Wheels/Rims/Lugs
☐ 44 Fuel Leak	☐ 15 Steering	☑ 32 Battery
☐ ___ Other	☑ 25 Clutch	☐ 43 Exhaust
(IDENTIFY)	☐ 13 Service Brakes	☑ 13 Brakes
	☐ 13 Parking Brake	☐ 13 Air Lines
	☐ 13 Emergency Brakes	☐ 34 Light Line
ENGINE COMPARTMENT	☐ 53 Triangles	☐ 49 Fifth Wheel
☐ 45 Oil Level	☐ 53 Fire Extinguisher	☐ 49 Other Coupling
☐ 42 Coolant Level	☐ 53 Other Safety Equipment	☐ 71 Tie-Downs
☐ ___ Belts	☐ 34 Spare Fuses	☐ 14 Rear-End Protection
☐ ___ Other	☐ 02 Seat Belts	☐ ___ Other
(IDENTIFY)	☐ ___ Other	(IDENTIFY)
	(IDENTIFY)	☐ NO DEFECTS

TOWED UNIT(S)

☐ 71 Body/Doors	☐ 16 Suspension	☐ 77 Landing Gear	☐ 79 Rear End Protection
☐ 71 Tie-Downs	☐ 17 Tires	☐ 59 King Pin/Upper Plate	☐ ___ Other
☐ 34 Lights	☐ 18 Wheels/Rims/Lugs	☐ 59 Fifth-Wheel (Dolly)	(IDENTIFY)
☐ 34 Reflectors	☐ 13 Brakes	☐ 59 Other Coupling Devices	☑ NO DEFECTS

REMARKS: ADJUST Clutch Check Batteries for Charge Wiper Blades are cracked, Brakes Squealing on Right Front Axle.

REPORTING DRIVER: Date 5/6/08
Name JOE Driver Emp. No.

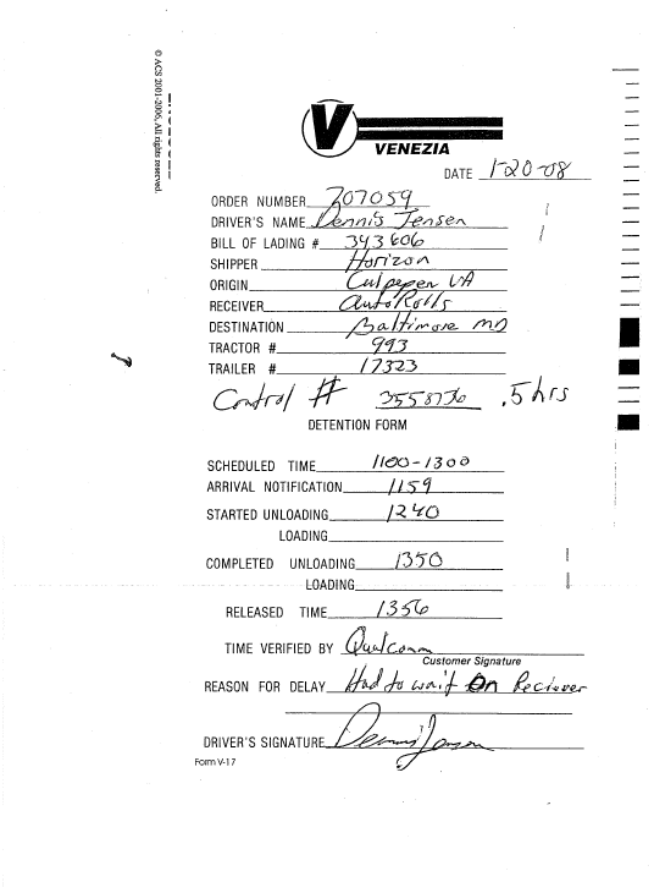
MAINTENANCE ACTION: Date
Repairs Made ☐ No Repairs Needed ☐
R.O.#'S
Certified By:
Location:

REVIEWING DRIVER: Date
Name Emp. No.

SHOP REMARKS:

 852-FS-P3 (Rev. 11/98)

Section 29: Properly completed Detention Form (DTR)



VENEZIA

DATE 1-20-08

ORDER NUMBER 707059
DRIVER'S NAME Dennis Jensen
BILL OF LADING # 343606
SHIPPER Horizon
ORIGIN Culpeper VA
RECEIVER AutoRolls
DESTINATION Baltimore MD
TRACTOR # 993
TRAILER # 17323
Control # 3558736 .5 hrs

DETENTION FORM

SCHEDULED TIME 1100-1300
ARRIVAL NOTIFICATION 1159
STARTED UNLOADING 1240
LOADING
COMPLETED UNLOADING 1350
LOADING
RELEASED TIME 1356
TIME VERIFIED BY Qualcomm
Customer Signature
REASON FOR DELAY Had to wait ~~on~~ Reciever
DRIVER'S SIGNATURE Dennis Jensen

Form V-17

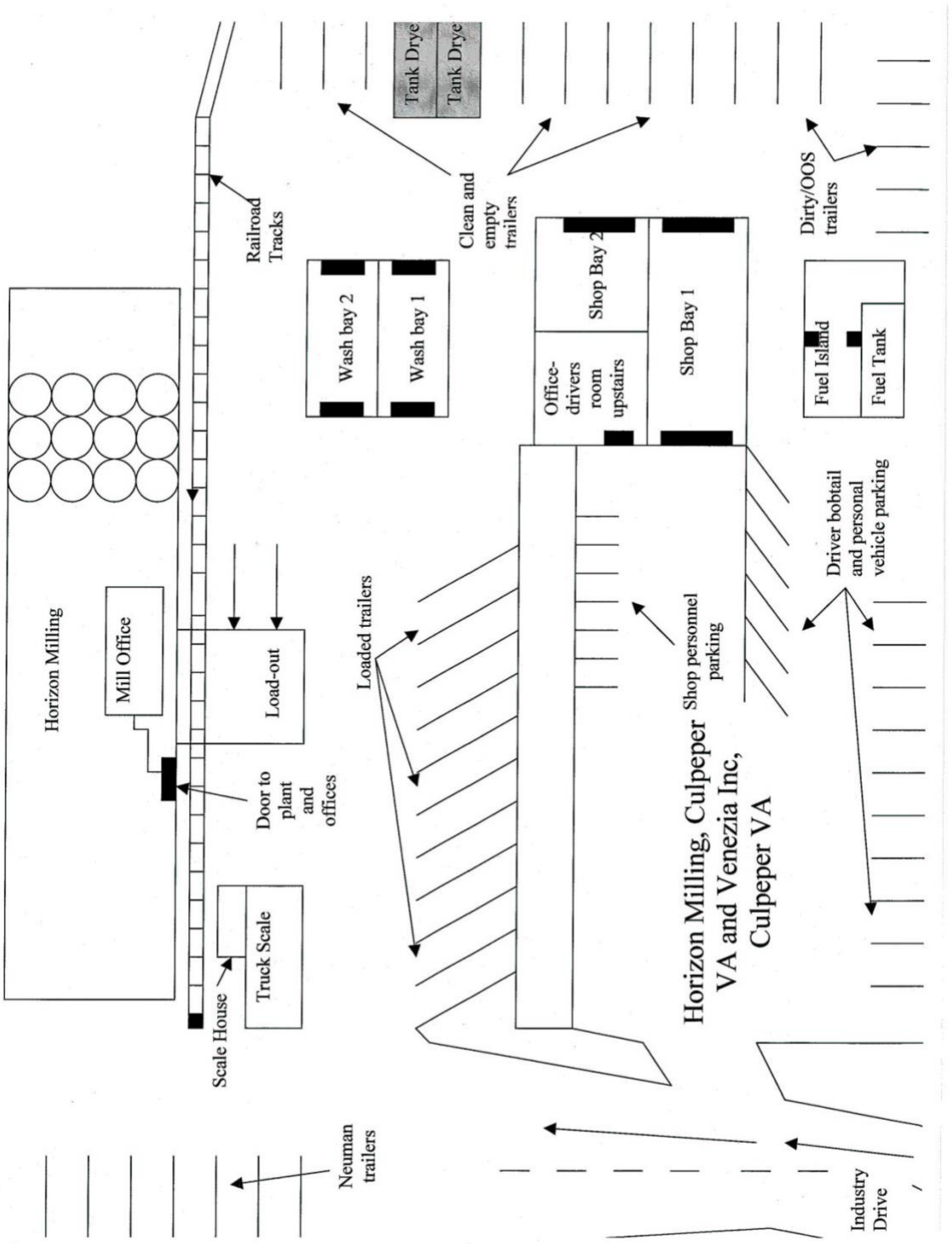
Section 30: Mt. Pocono Water Trailer Unclog Procedure

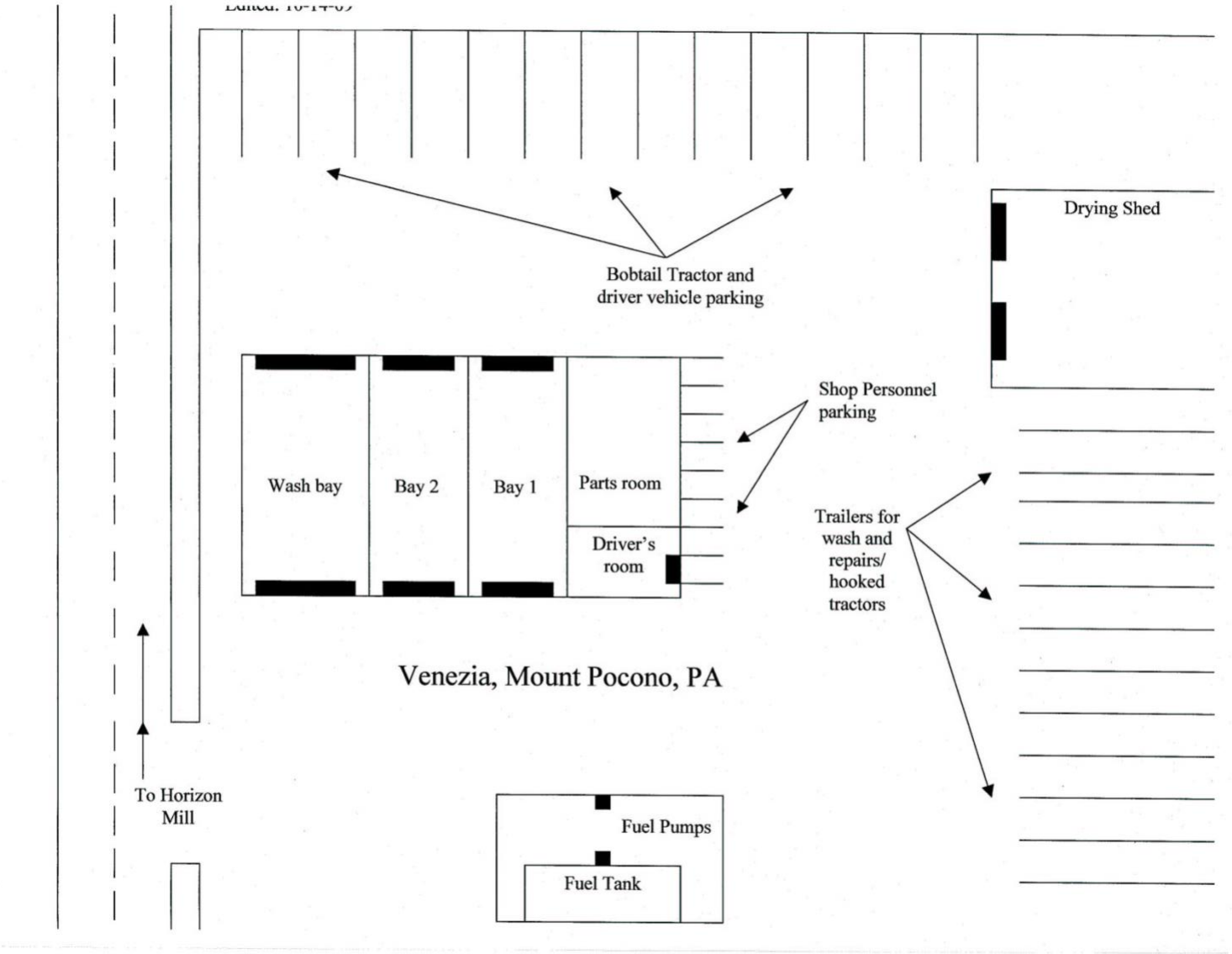
WASTE WATER TRAILER- IN CASE OF PLUG UP

1. Start Truck to build 120 PSI of air pressure and shut truck off once completed.
2. Hook "Emergency" (Red) air line up to trailer glad hand on right side of trailer. This is located over the right side fender.
3. Open Vent on top of trailer (VERY IMPORTANT)
4. Go to the back of the trailer, make sure the small ball valve is CLOSED and the product cap is installed on the product line.
5. Push Trailer "Emergency" (Yellow Button) in.
6. With small ball valve CLOSED, open discharge valve.
7. Crack the small ball valve SLOWLY until you can hear air going thru the discharge pipe up into the trailer.
8. Close small valve and then close the discharge valve.
9. Take product cap off and hook hose up to unload and open product valve to unload as usual.
10. If no flow, repeat step 4 thru 9.

Still having problems? Contact Edgar @ the shop via Mt Pocono dispatch EXT 239.

Section 31: Mill and yard diagrams




Bobtail Tractor and driver vehicle parking
Drying Shed
Shop Personnel parking
Wash bay
Bay 2
Bay 1
Parts room
Driver's room
Trailers for wash and repairs/ hooked tractors
Venezia, Mount Pocono, PA
To Horizon Mill
Fuel Pumps
Fuel Tank

Venezia Terminal and Wash
Empty Venezia tanks facing in, loaded tanks facing out
Van trailer loading docks
Paperwork trailer
Truck Scale
Mill office
Load-out
Blowbacks/ Return loads/ rejected trailers etc.
ailroad
Horizon Milling, Mount Pocono, PA

Delivery Procedure at Automatic Rolls, Baltimore

1.) Driver arrives @ bakery with all proper paperwork filled out.
   a. Top Right corner of BOL info
   b. Return Seal sheet-Write in seal #'s you are going to put on trailer.
   c. Certificate of Analysis
   d. Sample

2.) Driver rings bell at the receiving door.

3.) The receiving clerk will check all paperwork including the seal paper with the BOL to make sure the seal numbers are the same.

4.) The receiving clerk will then go outside to collect the seals. If the seals don't match the seals that are on the BOL , the load will be refused.

5.) The receiving clerk will then proceed to unlock the flour box and watch the driver hook up to the correct silo.

6.) Driver begins to unload at 11-12psi max. Receiver will watch for approximately 10 minutes to make sure everything is going good and then go back inside the bakery.

7.) When the driver is finished unloading the load of flour he/she is responsible for putting the caps back onto the magnet line and locking all four locks.

   a. 1 on flour box
   b. 2 on Caps to magnet line
   c. 1 on gate around magnet/flour box

8.) Re-Seal caps/hoses on trailer

9.) Driver is responsible for any mess that he/she makes in the flour box. Autorolls supplies brush and pan inside the flour box for the drivers to use. Any spills are to be reported to Venezia.

Unloading Procedure Troegs Brewery/Malt

Hershey, PA

- Blower RPM's should be set at just above an idle to no more than 800 R.P.M. in order to reduce the overall CFM output from the blower.
- Trailer should be pressurized by **top air** to; no more than 8 p.s.i.
- When Tank Pressure reaches 8 p.s.i:
- Close top air valve to 1/3 open

- Open air Assist valve fully

As soon as the air assist valve is opened; tank pressure will begin to go out through the product line and will begin to drop. The faster you start to open the hopper valve the less pressure will be lost.

- Slowly open first Hopper Valve **¾ open**

Take note to the sound the unloading product makes as it travels through the product line, hose, and silo pipe. It should be a steady sound without surge. Surge is too much product introduced too fast into the product line which will cause product to become plugged up.

- Tank pressure can be adjusted by manipulating the hopper valve: Open slightly to increase tank pressure, close slightly to reduce tank pressure.

Make minor adjustments only. Too drastic of an adjustment could cause the product to plug!

- **Tank Pressure should be maintained at no more than 6 p.s.i.** in order to prevent kernel damage.
- When 1st hopper goes empty; repeat the above steps.
- When last hopper is empty:
- Activate vibrators and close top air valve to reestablish 6 P.S.I.
- Clean out all hoppers – one at a time.

If you have any questions regarding delivery procedure; call Paul – 610-587-3596

Section 33: Summary of Food Safety Policies and Procedures

- Foreign Material is any item found in the trailer other than a food commodity assigned to the trailer
- Trailers washed any time the food contact area of the trailer is worked on or the trailers integrity compromised or uncertain.
- Always inspect all seals on the trailer to the B.O.L before leaving the shipper
- Inspect trailers for damage and broken seals. If any seals missing or broken. CALL DISPATCH IMMEDIATELY
- Locate and inspect assigned railcars for damage/leaking flour/Broken seals. If any seals are missing or broken. CALL DISPATCH IMMEDIATELY
- Inspect interior of hot air hose for foreign material before hook up
- During rail transfer, inspect interior of hoses/attach ventilation to tank.
- Never leave hoses uncapped or laying the ground for any period of time
- All trailer seals must remain intact during transportation only broken during loading and unloading.
- Load cannot be left unattended in a non-secure area
- If an overnight delivery and break must occur, driver is to re-check all seals during pre-trip. Broken seals are a sign of product tampering.
- Wear hairnets and beard nets supplied by bakery when entering
- Receivers must break or instruct driver to break product line/hose tube seals upon delivery.
- Place In-line screen between hose and customer pipe to catch anything that could be stuck in hose.
- Place orange Velcro straps around all cam-lock rings to prevent fittings from coming loose.
- Remove and check screen when empty.
- If returning product, all access points must be re-sealed with blue seals
- Re-cap and seal the blower cap.
- Re-seal Hot hose, Product pipe, Hose Tube, Blower and any other seals broken to unload, record seal #'s on paperwork.
- **Clogged screen:** When dried flour or damp flour gets caught in the screen notify dispatch immediately and do not attempt to unload any more product until dispatch has given the go ahead.
- **Finding Foreign Material in your screen:** Call Venezia dispatch immediately and report what has been found.
- **Food grade Rubber:** All Food grade rubber on the trailer is white in color. Black rubber is not food grade and not allowed.
- **In-line product screens:** Venezia drivers must always use an in-line product screen for unloading flour. This screen is to be attached to the customer's intake pipe (not to the Venezia trailer). Screens are to be stored capped and in a clean area of tractor.
- **Leaking Dome-lid:** Shut down immediately and call dispatch. Do not climb on trailer or allow customer to.
- **Leaking Product Line Clamp:** Shut down immediately and call dispatch. Do NOT attempt to re-seat the seal while the trailer is pressurized.
- **Shims:** "Shims" are not allowed to be used in food grade. Call dispatch immediately if a bad connection is made.

Requirement:
This training needs to be completed at a minimum of annually and during onboarding of new hires. This training record needs to be available upon request by Ardent Mills personnel.

Employee:

_____

Trainer:_____

_____

Type of Training: (circle one) New Hire Annual Training

Personal Hygiene:

These requirements apply to all personnel working in all areas dealing directly with flour.

Hair: Hair and beard nets are required and shall be properly worn in all areas. Mustaches shall be neatly trimmed.

Jewelry: No jewelry (including earrings, watches, necklaces, decorative buttons, etc.) will be worn in production areas. Rings, except plain wedding bands, are not allowed unless covered by gloves.

Fingernails: Fingernails will be kept clean and neatly trimmed. False nails and nail polish are not allowed unless covered by gloves.

Uniforms/Clothing: Clothing should be changed if it becomes unreasonably dirty. Clothing shall be in good repair (i.e. no torn pockets, no loose buttons or snaps, etc.). Uniforms will not have shirt pockets and have snaps in place of buttons. All labels, logos, and nametags will be permanently attached. No pins, badges, or stickers will be allowed on any part of the uniform or hard hat. Pants are required, no shorts are allowed.

Shoes: Shoes should be closed toed.

Hearing Protection: Hearing protection shall be securely attached to hard hats or shirts.

Lost Items: The loss of any item (i.e. pens, paper, glasses, hairnets, earplugs, tools, samplers, keys, tags, seals, etc.) shall be immediately reported to an Ardent Mills employee.

Food and Medications: No food, drink, chewing gum, or medications are allowed in any production area.

Tobacco: Tobacco use is not allowed in production areas.

Spitting: Spitting is not allowed in production areas.

Cuts and Illness: No person having diarrhea, vomiting, open skin sores, or jaundice shall work in a capacity where there is a reasonable possibility of coming in contact with flour products. All cuts, abrasions, and sores should be completely covered at all times by suitable clean bandages.

Hand Washing: Hands shall be thoroughly washed with antibacterial soap and warm water after every visit to the lavatory and after eating and drinking.

Trailer Inspection Requirements:

Trailer shall be sealed upon return: Each seal point (hatches, tube caps, discharge pipe, stub tubes) shall be sealed with a cable seal or green Ardent Mills seal. If not, do not load trailer and contact Ardent Mills Milling Supervisor. For a freshly washed/dried trailer, trailer shall have either a cable or white Ardent Mills approved seal on all seal points. If not, do not load and contact Ardent Mills Supervisor.

Trailer hoses and gaskets: Hose tubes shall be accessible from both ends to allow thorough hose inspection with a flashlight. Hoses shall have end caps that are in place, in good condition, and free of mold or dirt. End-cap gaskets shall not be brittle, and shall be in good condition and free of mold or dirt. Interior of hoses shall be free of dirt and mold. If not, do not load trailer and contact an Ardent Mills Supervisor.

Outside of trailer: The outside of trailer shall be free of excessive dirt and have no broken seals or other debris present. Damage to the outside of the trailer shall not present a food safety hazard to the contents of the trailer.

Hose, Intake and Exhaust spouts: Check to make sure all hose tubes are capped and can be completely shut and sealed at both ends. The discharge pipe and intake lines shall be capped and sealed.

Unload screens: If unload screens stay with the trailer, they shall be clean, in good physical condition and stored capped and plugged, in a sanitary manner where insects/foreign material are not exposed to the screen.

Cam-lock: Key rings are all tamper proof and shall be tack welded or dog ear style.

Bulk Trailer Unloading Requirements:

1. **The hoses are to remain capped until they are ready to hook up to load or unload fittings. Do not drag uncapped hoses on the ground as foreign material can be picked up and transferred into the product.**

2. **Hoses shall be placed on hose stands and shall not touch the ground during the unload process. Taking care to ensure in cases where multiple hoses are used that fittings rest in the hose stand.**

3. **Any caps or plugs that are removed shall be stored nested to avoid entry of foreign material.**

4. **If a driver becomes aware of unsanitary or unsafe conditions during unload, fill out a silo report and turn it into the shipping mill.**

Shims:

1. Ardent Mills prohibits drivers from using a shim to tighten a 'worn down' customer cam lock fitting. In the event drivers encounter customer cam locks, which prevent airtight connections for unloading, the following procedures shall be followed:
2. If the driver feels a 'shim' is the only option for a 'quick fix' of a cam lock problem, the driver shall:
    a. Contact dispatch immediately before unloading product. Dispatch should contact Ardent Mills regarding the situation.
    b. Ardent Mills will contact the customer to verify if customer will accept shim use on the current load and request replacement of the old cam lock fitting.
    c. If the customers' cam lock is faulty, the customer will replace it or Ardent Mills will provide the customer with a new fitting to be replaced before future shipments.
    d. If the carriers' fitting is faulty, the carrier will be responsible for replacing the faulty fitting.

Approved Previous Commodities:

Only the following commodities are approved for loading subsequent flour loads after a wash:

- **Ardent Mills Wheat Flour Products**
- **Corn Products, other than popcorn or corn kernels ***
- **Rice Flour, other than rice kernels ***
- **Salt ***
- **Sugar ***
- **Vital Wheat Gluten ***
- **Malted Barley Flour ***

***Requires a conversion wash**
If the trailer hauled competitor wheat flour products previously a regular wash shall be done.

Operations:

Inline Product Screens:

1. **Inline product screens shall be used at all times when unloading. The driver is responsible for inspecting the screen to insure it is clean and in proper working order. Screens shall be stored capped and plugged into a clean environment.**

2. **Screens shall also be used while transferring product from a railcar. During a rail-truck transfer, screens shall be used when loading from the railcar to the truck and when unloading in to the customer silo.**

3. **Ardent Mills inline product screen specifications are as follows:**
    - **Screen plate shall be 4"-5" in diameter**
    - **Screen plate shall be stamped. No wire mesh.**
    - **Screens shall be made of stainless steel.**
    - **Maximum 7/16" screen openings.**
    - **Any exceptions to the above-mentioned screen specifications, shall be approved by Ardent Mills.**

Food Safety Policies:

Purpose
To prevent introduction of foreign material and ensure the integrity of the transportation vessels and provide tamper evidence upon arrival for cleaning, inspection, loading and unloading.
Scope
This policy defines the minimum requirements for sealing and unsealing vessels at Ardent Mills' facilities, terminals and customers. This document is designed to be used in combination with the FPZ minimum Standards to ensure that all plants are meeting standards set for bulk PD vessels and van trailer or boxcar sealing within Ardent Mills. This standard will also be referenced when conducting internal food safety audits of the product loading areas or carrier's facilities, operations and vessels.

Hazard Controlled
Tamper evident seals will be placed on the transportation vessel after cleaning, inspection, unloading or loading. These seals will be placed on dome lids, product lines, hose tubes, product discharge cap, airline cap, hot hoses, pop off values, butterfly valves on railcars only and any other sealable entry points to the interior of the product carrying or air carrying parts of the vessel.

Truck and rail transportation vessels, empty or loaded, will remain sealed at all times when unattended. They will remain sealed unless they are being actively loaded, unloaded, cleaned or inspected.

Seal Color Matrix:

WHITE (supplied by carrier) = Recently Washed Trailer or Railcar

RED (supplied by carrier) = STOP! Empty Trailer or Railcar that has recently underwent maintenance and must have New Vessel Inspection and/or flour flush.

Carrier Marked Seal: Returning Empty Trailers:

Carrier will purchase and use their own marked seals, maintain a usage log of those seals and store the seals in a secure location at all times

The Undersigned has read and understands the above which is in accordance with the Ardent Mill's Motor Carrier Food Safety Manual.

_____ _____

Signature of Employee **Date**

Training Performance Evaluation
Completed by the Trainer

Yes/No

_____ Conducted proper **pre-trip inspection** of tractor/trailer (Sections 1 and 2)
_____ Can identify **trailers due for wash** (Section 4)
_____ Checked all **seals on trailer** to BOL (Section 19)
_____ Performed correct **procedures at shipper** (Section 5)
_____ Safely and timely transports product from **shipper to consignee** (Section 6)
_____ Demonstrated **"Check in" procedures** at consignee (Section 7)
_____ Understands Venezia **food safety policies** (Sections 17,33)
_____ Demonstrated **unloading and clean out procedures** (Sections 9 and 11)
_____ Regulated **unloading pressure** at customer. (Section 10)
_____ Demonstrated **unclogging procedure** (Section 12)
_____ Demonstrated **shutdown procedure** (Sections 11 and 13)
_____ Properly **re-sealing trailer and blower** (Section 19)
Demonstrated **"Check out" procedures** at consignee (Section 15)
_____ Can successfully **dry a food grade trailer** (Section 18)
_____ Successfully operated **Quallcom** (Section 23)
_____ Properly completed all **paperwork**. I.E: BOL, Mill-specific paperwork, Detention Form and Trip Pak (Section 16)
_____ Conducted proper **post- trip inspection** of tractor and trailer (Sections 20 and 21)
_____ Understands to contact **dispatch** IMEDIATELY if any issues with above (Section 24)

Comments:

_____
_____
_____
_____
_____
_____
_____

Evaluator's name/ Signature _____ Date _____

Trainee's name/ Signature _____ Date _____

When complete tear off and send to Safety in Trip-Pak

Days 3-7 Trainee Checklist-completed by Trainee

Check off the following when covered in training

Pre-Delivery:

☐ **NEW on day 3:** Trainee does 1 entire load from hook up at shipper to return to mill and observe

- ☐ Tractor Pre Trip Inspection
- ☐ Trailer hook up/ Pre trip inspection
- ☐ Mill loading procedures
- ☐ Quallcom – "Hours of Service**"**
- ☐ Quallcom- "Arrive at Shipper"
- ☐ Bill of Lading /mill paperwork
- ☐ Seal inspection and verification
- ☐ Quallcom- "Loaded Call"

Delivery:

- ☐ Quallcom – "Arrive at Consignee"
- ☐ Food safety policies
- ☐ Arrival notification- "Checking in"
- ☐ Hook-up procedure
- ☐ Unloading procedure
- ☐ **NEW on day 3**: Plug trainee up and let him unplug
- ☐ Details to watch while delivering
- ☐ Un-Hook procedure
- ☐ Empty notification- "Checking out"
- ☐ Detention at delivery
- ☐ Reseal and related paperwork after delivery
- ☐ Quallcom – "Empty Call"

Post-Delivery:

- ☐ Return Empty Trailer to mill
- ☐ Post-Trip inspection
- ☐ Proper Completion of logs and all other paperwork
- ☐ Dispatch for next day
- ☐ **NEW on day 3:** Dry a trailer
- ☐ **NEW on day 3-5:** Work on above areas where trainee needs reinforcement
- ☐ **NEW on final day**: Fill out Evaluation and send to dispatcher through Trip-Pak

I verify the above checked training topics were covered on:

_____ To: _____

Date of Training — Last day of Training

_____ _____

Trainee print name — Trainee signature

_____ _____

Trainer print name — Trainer signature

When complete tear off and send to Safety in Trip-Pak

Check off the following when covered in training

Pre-Delivery:

- ☐ Tractor Pre Trip Inspection
- ☐ Trailer hook up/ Pre trip inspection
- ☐ Mill loading procedures
- ☐ Quallcom – "Hours of Service**"**
- ☐ Quallcom- "Arrive at Shipper"
- ☐ Bill of Lading /mill paperwork
- ☐ Seal inspection and verification
- ☐ Quallcom- "Loaded Call"

Delivery:

- ☐ Quallcom – "Arrive at Consignee"
- ☐ Food safety policies
- ☐ Arrival notification- "Checking in"
- ☐ Hook-up procedure
- ☐ Unloading procedure
- ☐ **NEW on Day 2:** Plug trailer and demonstrate how to unplug
- ☐ Details to watch while delivering
- ☐ Un-Hook procedure
- ☐ Empty notification- "Checking out"
- ☐ Detention at delivery
- ☐ Reseal and related paperwork after delivery
- ☐ Quallcom – "Empty Call"

Post-Delivery:

- ☐ Return Empty Trailer to mill
- ☐ Post-Trip inspection
- ☐ Proper Completion of logs and all other paperwork
- ☐ Dispatch for next day

I verify the above checked training topics were covered on:

_____
Date of Training

_____ _____
Trainee print name Trainee signature

_____ _____
Trainer print name Trainer signature

When complete tear off and send to Safety in Trip-Pak

Check off the following when covered in training

Pre-Delivery:

- ☐ Tractor Pre Trip Inspection
- ☐ Trailer hook up/ Pre trip inspection
- ☐ Mill loading procedures
- ☐ Quallcom – "Hours of Service**"**
- ☐ Quallcom- "Arrive at Shipper"
- ☐ Bill of Lading /mill paperwork
- ☐ Seal inspection and verification
- ☐ Quallcom- "Loaded Call"

Delivery:

- ☐ Quallcom – "Arrive at Consignee"
- ☐ Food safety policies
- ☐ Arrival notification- "Checking in"
- ☐ Hook-up procedure
- ☐ Unloading procedure
- ☐ Details to watch while delivering
- ☐ Un-Hook procedure
- ☐ Empty notification- "Checking out"
- ☐ Detention at delivery
- ☐ Reseal and related paperwork after delivery
- ☐ Quallcom – "Empty Call"

Post-Delivery:

- ☐ Return Empty Trailer to mill
- ☐ Post-Trip inspection
- ☐ Proper Completion of logs and all other paperwork
- ☐ Dispatch for next day

I verify the above checked training topics were covered on:

_____

Date of Training

_____ _____

Trainee print name Trainee signature

_____ _____

Trainer print name Trainer signature

When complete tear off and send to Safety in Trip-Pak

Acknowledgment – Venezia Inc. Food Grade Policies and Procedures

I have received a copy of the Food Grade Policies and Procedures outlining the responsibilities as a driver and the responsibility of Venezia. I have read the information and I understand its contents.

I agree to comply with the guidelines, policies and procedures of Venezia.

_____ _____

Signature of Driver Date

Section 19: Trailer Seals Driver Acknowledgement Form

FOOD SAFETY

Trailers are to remain sealed unless being loaded/unloaded or washed.

Bulk Trailers unloading at an Ardent Mills or Ardent Mills Customer Facility must arrive sealed and seal shall only be removed by an Ardent Mills or Ardent Mills customer employee, or an approved carrier employee under direction from Ardent Mills customer. Trailers empty or loaded will remain sealed at all times when unattended. They shall remain sealed unless actively being loaded, unloaded, cleaned or inspected.
Seal numbers will be recorded on wash certificates (White seals). Permanent or cable seals must be used to seal points that will not be broken until the next wash and should be documented separately on the wash certificate so that there is no confusion between seals that will be removed and replaced vs those semi-permanent seals.
The driver will use a carrier supplied seal to replace any shipper seals removed for the unloading process. Removed seals must be disposed of properly and not left lying on the ground or on equipment.
Seals must be cinched tightly to prevent manipulation. The rings/holes through which seals are placed must be solid or spot welded to prevent undetected removal.

FOOD SAFETY

Prior to departing the mill, on the Ardent paperwork drivers are to check off the seals they will break at the customer by driver initials under the seal number on the B.O.L. i.e. - the product line, hose tube, hot hose. This must be done and documented on <u>each copy</u> of the B.O.L.

<u>The following Seal Colors MUST be used</u>:

- Blue seal = Trailer in service and empty returning to mill
- White seal = Freshly washed
- Green = Loaded with White or Clear Flour Only
- Orange = Loaded with Whole Wheat, Durum or Rye Only
- Purple =Loaded with Ultra Grain and Wheat Select Only
- Red seal = **<u>STOP</u>** Trailer is Out of Service

Seals are located on all of the following:

- Hatches
- Hot hose
- Product pipe caps
- Stingers
- Hoses – both ends
- Hose holders – both ends
- Blower cap on tractor
- Any other miscellaneous entry points on trailer

By my signature I indicate that I have read and understand that seals must be verified by me and checked off on each copy the ARDENT Bill of Lading prior to departure from the mill.
Driver Name _____

Driver Signature _____ Date _____

<u>Requirement:</u>

This training needs to be completed at a minimum of annually and during onboarding of new hires. This training record needs to be available upon request by Ardent Mills personnel.

Employee: _____

Trainer:_____

Type of Training: (circle one) New Hire Annual Training

Personal Hygiene:

These requirements apply to all personnel working in all areas dealing directly with flour.

Hair: Hair and beard nets are required and shall be properly worn in all areas. Mustaches shall be neatly trimmed.

Jewelry: No jewelry (including earrings, watches, necklaces, decorative buttons, etc.) will be worn in production areas. Rings, except plain wedding bands, are not allowed unless covered by gloves.

Fingernails: Fingernails will be kept clean and neatly trimmed. False nails and nail polish are not allowed unless covered by gloves.

Uniforms/Clothing: Clothing should be changed if it becomes unreasonably dirty. Clothing shall be in good repair (i.e. no torn pockets, no loose buttons or snaps, etc.). Uniforms will not have shirt pockets and have snaps in place of buttons. All labels, logos, and nametags will be permanently attached. No pins, badges, or stickers will be allowed on any part of the uniform or hard hat. Pants are required, no shorts are allowed.

Shoes: Shoes should be closed toed.

Hearing Protection: Hearing protection shall be securely attached to hard hats or shirts.

Lost Items: The loss of any item (i.e. pens, paper, glasses, hairnets, earplugs, tools, samplers, keys, tags, seals, etc.) shall be immediately reported to an Ardent Mills employee.

Food and Medications: No food, drink, chewing gum, or medications are allowed in any production area.

Tobacco: Tobacco use is not allowed in production areas.

Spitting: Spitting is not allowed in production areas.

Cuts and Illness: No person having diarrhea, vomiting, open skin sores, or jaundice shall work in a capacity where there is a reasonable possibility of coming in contact with flour products. All cuts, abrasions, and sores should be completely covered at all times by suitable clean bandages.

Hand Washing: Hands shall be thoroughly washed with antibacterial soap and warm water after every visit to the lavatory and after eating and drinking.

Trailer Inspection Requirements:

Trailer shall be sealed upon return: Each seal point (hatches, tube caps, discharge pipe, stub tubes) shall be sealed with a cable seal or green Ardent Mills seal. If not, do not load trailer and contact Ardent Mills Milling Supervisor. For a freshly washed/dried trailer, trailer shall have either a cable or white Ardent Mills approved seal on all seal points. If not, do not load and contact Ardent Mills Supervisor.

Trailer hoses and gaskets: Hose tubes shall be accessible from both ends to allow thorough hose inspection with a flashlight. Hoses shall have end caps that are in place, in good condition, and free of mold or dirt. End-cap gaskets shall not be brittle, and shall be in good condition and free of mold or dirt. Interior of hoses shall be free of dirt and mold. If not, do not load trailer and contact an Ardent Mills Supervisor.

Outside of trailer: The outside of trailer shall be free of excessive dirt and have no broken seals or other debris present. Damage to the outside of the trailer shall not present a food safety hazard to the contents of the trailer.

Hose, Intake and Exhaust spouts: Check to make sure all hose tubes are capped and can be completely shut and sealed at both ends. The discharge pipe and intake lines shall be capped and sealed.

Unload screens: If unload screens stay with the trailer, they shall be clean, in good physical condition and stored capped and plugged, in a sanitary manner where insects/foreign material are not exposed to the screen.

Cam-lock: Key rings are all tamper proof and shall be tack welded or dog ear style.

Bulk Trailer Unloading Requirements:

5. The hoses are to remain capped until they are ready to hook up to load or unload fittings. Do not drag uncapped hoses on the ground as foreign material can be picked up and transferred into the product.

6. Hoses shall be placed on hose stands and shall not touch the ground during the unload process. Taking care to ensure in cases where multiple hoses are used that fittings rest in the hose stand.

7. Any caps or plugs that are removed shall be stored nested to avoid entry of foreign material.

8. If a driver becomes aware of unsanitary or unsafe conditions during unload, fill out a silo report and turn it into the shipping mill.

Shims:

3. Ardent Mills prohibits drivers from using a shim to tighten a 'worn down' customer cam lock fitting. In the event drivers encounter customer cam locks, which prevent airtight connections for unloading, the following procedures shall be followed:

4. If the driver feels a 'shim' is the only option for a 'quick fix' of a cam lock problem, the driver shall:

    a. Contact dispatch immediately before unloading product. Dispatch should contact Ardent Mills regarding the situation.

    b. Ardent Mills will contact the customer to verify if customer will accept shim use on the current load and request replacement of the old cam lock fitting.

    c. If the customers' cam lock is faulty, the customer will replace it or Ardent Mills will provide the customer with a new fitting to be replaced before future shipments.

    d. If the carriers' fitting is faulty, the carrier will be responsible for replacing the faulty fitting.

Approved Previous Commodities:

Only the following commodities are approved for loading subsequent flour loads after a wash:

- Ardent Mills Wheat Flour Products
- Corn Products, other than popcorn or corn kernels *
- Rice Flour, other than rice kernels *
- Salt *
- Sugar *
- Vital Wheat Gluten *
- Malted Barley Flour *

***Requires a conversion wash**
If the trailer hauled competitor wheat flour products previously a regular wash shall be done.

Operations:

Inline Product Screens:

4. Inline product screens shall be used at all times when unloading. The driver is responsible for inspecting the screen to insure it is clean and in proper working order. Screens shall be stored capped and plugged into a clean environment.

5. Screens shall also be used while transferring product from a railcar. During a rail-truck transfer, screens shall be used when loading from the railcar to the truck and when unloading in to the customer silo.

6. Ardent Mills inline product screen specifications are as follows:

   - Screen plate shall be 4”-5” in diameter
   - Screen plate shall be stamped. No wire mesh.
   - Screens shall be made of stainless steel.
   - Maximum 7/16” screen openings.
   - Any exceptions to the above-mentioned screen specifications, shall be approved by Ardent Mills.

Food Safety Policies:

Purpose

To prevent introduction of foreign material and ensure the integrity of the transportation vessels and provide tamper evidence upon arrival for cleaning, inspection, loading and unloading.

Scope

This policy defines the minimum requirements for sealing and unsealing vessels at Ardent Mills’ facilities, terminals and customers.

This document is designed to be used in combination with the FPZ minimum Standards to ensure that all plants are meeting standards set for bulk PD vessels and van trailer or boxcar sealing within Ardent Mills. This standard will also be referenced when conducting internal food safety audits of the product loading areas or carrier’s facilities, operations and vessels.

Hazard Controlled

Tamper evident seals will be placed on the transportation vessel after cleaning, inspection, unloading or loading. These seals will be placed on dome lids, product lines, hose tubes, product discharge cap, airline cap, hot hoses, pop off values, butterfly valves on railcars only and any other sealable entry points to the interior of the product carrying or air carrying parts of the vessel.

Truck and rail transportation vessels, empty or loaded, will remain sealed at all times when unattended. They will remain sealed unless they are being actively loaded, unloaded, cleaned or inspected.

Seal Color Matrix:

WHITE (supplied by carrier) = Recently Washed Trailer or Railcar

RED (supplied by carrier) = STOP! Empty Trailer or Railcar that has recently underwent maintenance and must have New Vessel Inspection and/or flour flush.

Carrier Marked Seal: Returning Empty Trailers:

Carrier will purchase and use their own marked seals, maintain a usage log of those seals and store the seals in a secure location at all times

The Undersigned has read and understands the above which is in accordance with the Ardent Mill’s Motor Carrier Food Safety Manual.

_____ _____

Signature of Employee **Date**