



Dry Bulk Division Procedure Manual

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Section 1:

Welcome!

Welcome to Venezia! We can proudly say that we are one of the largest carriers of Dry Bulk materials in the region. This didn't happen overnight; we have been in business for a long time and have spent the last 50 plus years striving to be the best. Venezia is a premier carrier in that we aim to fulfill every one of our commitments to our customers. So far, we have been successful! When customers call us for our services, they expect an on time - problem free delivery each time. For us to stay on top and be able to satisfy our customer needs, it takes teamwork! Behind the scenes to support you in your job, we have a complete operation consisting of several fully staffed shops as well as a dedicated and knowledgeable logistics-based dispatch staff in the operations department. And detail-oriented people that work in the safety department who are very knowledgeable in regulations, procedures, training, safety and compliance available to assist you. We know that it takes a concerted total group effort to make every load happen and we also realize that you play a big role in our success. Because of that, we are committed to completely training you. You will spend enough time with one of our selected trainers who are very familiar with our equipment, customers and products. They are charged with the responsibility of teaching you how to be successful by giving you the knowledge that you need to do your job. They take this responsibility very seriously and are held accountable.

Venezia is also committed to providing you with a safe working environment. We have the resources, equipment and tools to enable you to safely and efficiently do your job so that you can go home at the end of each day incident and accident free.

There are NO justifiable excuses for an accident, spill or contamination. All can be prevented. We will do all that we can to provide you with the appropriate training so that you are well equipped to accomplish your duties, but your degree of success is up to you. The use of common sense and the ability to think your way through situations before they become serious problems depends on you. All our best intentions and hard work will go out the window when an employee does not follow safe driving and vehicle operating practices, or company policy regarding loading and unloading. If you are ever in doubt of what to do when encountering problems ... Call! We are a 24-hour 7 day per week operation. Someone will always be available to assist you when needed.

Welcome Statement

(Continued)

We also need to make sure that you understand that “On Time” deliveries are very important to our customers. We cannot stress this point strongly enough! To give an illustration of this; suppose a customer has a load of bulk cement scheduled in every hour all day long, and if one is late, the worst thing that can happen is that his plant is in danger of running out of product which will cause the pour they are supplying material for to come to a stop. When this happens all of his barrel mixers are burning fuel and drivers are stuck waiting for the late load to arrive. (Most of our customers pay their drivers by the yard so the drivers are not making any money waiting to get loaded). But beyond that, the very least that can happen is that you will hold up every other Venezia Driver that is going to this customer for the rest of the day. Look at it from another angle; you have gotten to work on time, pre-tripped your truck and trailer, got loaded and gave yourself ample time to get to the customer to make your delivery by the time that they requested. Upon arrival, you find that the driver that was scheduled before you (who should have been there an hour ago), had just beat you there by 15 or 20 minutes. You must wait until he is finished unloading before you can start. This will also cause you to be late for your next delivery! Hopefully you can understand how frustrating this can be for everyone else. This late driver has caused every additional Venezia truck scheduled there for the day to lose at least ½ hour. In addition, all these drivers’ loads will be late for their next deliveries as well. It’s a domino effect that will cause problems for multiple people! We understand that things can and do happen that are out of your control. You will not be held accountable for these situations if you started on time.

Please take the time to read the material in this packet as it goes over everything pertaining to your job from pre-tripping your equipment at the start of the day through instructions on how to send and receive messages over the Qualcomm as well as loading and unloading and everything else in between.

Items supplied by Venezia to drivers upon completion of training:

- **Cement Hose**
- **Extra rubber “O” ring gaskets (3 - 4” & 3 – 3”)**
- **Hook and Loop Straps (9)**
- **Rubber Mallet**
- **PPE (assigned prior to training)**

Items recommended but not supplied by Venezia:

- **Assortment of Tools –**
- **Flat and Phillips head Screwdriver**
- **9/16, 7/16, 3/8 in box wrenches**
- **Small Pry Bar**
- **Channel Lock Pliers**
- **Vice Grips**
- **Flashlight**
- **Road Atlas**
- **Gloves**

⚠ Please pay special attention to instructions that are highlighted as they have heightened importance and are relevant to safety, product integrity, rule of law, important procedure or preventing damage to equipment.

Blower Maintenance

If you park your equipment at any “off-site” non-Venezia location, you must check the blower oil level and grease the drive shaft on your blower every week. A grease gun and extra grease cartridges will be provided to you as well as instruction on where the grease fittings are located and how to change out the grease gun cartridge. This weekly task is required to prevent blower damage and is a required accommodation that goes along with the privilege of parking anywhere other than a Venezia Terminal.

A thorough Pre-Trip Inspection must be performed every day at the start of your shift, or, when switching equipment. The following is a guideline that you can follow that will catch most problems.

- 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 nuts 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 nuts are secured
- Check pitman arm and that nuts are secured
- Check tie rod ends and that nuts are secured
- Start motor
- Check for oil pressure
- Check to see if air pressure is building
- Check city horn

Tractor Pre Trip

(cont.)

- 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 wintertime by turning it by hand
- Check blower outlet. It should be capped
- Check air lines for cracks and glad hand rubbers
- Check fifth wheel perches, mounts and mounting bolts
- Check forward axle air bags, spring, perch and hanger
- Check forward drive axle brake chambers shoes, drums and slack adjusters and air lines
- 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

- ★ In the cold temperatures, roll the blower drive shaft with your foot to make sure blower is not frozen. Engaging the PTO on a frozen blower will cause serious damage to the blower drive shaft.
- ★ Also Be sure to check the oil level in the sight glass near the bottom of the blower. Oil should be visible halfway up the glass.

Pre-trip and hook Trailer

- Locate trailer
- Align truck and trailer and place fifth wheel at the front of trailer frame.
- **Get Out And Look!** Make sure that trailer height will match the fifth wheel and that nothing is obstructing the fifth wheel jaws
- Double check Trailer number
- Hook truck to trailer.
- Tug gently to assure unit will not come apart.
- Check that tractor mud flaps will clear the trailer during turns.
- If not enough clearance remove mud flaps on tractor and secure
- Hook up air lines, secure so they are not dragging on the deck plate.
- Check to be sure that fifth wheel handle has gone all of the way in
- Wind up landing gear fully.
- 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 the red trailer protection valve.
- Turn on all lights and flashers.
- Check 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

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Section 4:

Pre-trip and hook Trailer (continued)

- 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 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.

- Make sure surface that you are dropping trailer on can support the weight of the loaded trailer.
- Park the trailer, tractor should be straight in line with the trailer.
- Pull the Trailer Protection Valve (Red) to apply trailer parking brakes
- Gently reverse tractor slightly to take pressure off the fifth wheel jaws and trailer pin.
- Apply tractor brakes by pulling the Tractor Protection Valve (Yellow)
- Remove trailer air and electrical supply lines and securely stow for travel.
- Wind the landing gear down until the sand shoes are firmly on the ground (empty) If the trailer is loaded; continue cranking in Low Gear until air can be heard filling the tractor air bags.
- Stow landing gear crank handle.
- Release fifth wheel jaws by pulling the release handle.
- Enter the cab roll the driver side window down and dump tractor suspension.
- Release Tractor Parking Brakes by pushing in the tractor protection valve (Yellow).
- Place transmission in gear and gently pull tractor forward until it releases from trailer.
- STOP! With tractor frame still under the trailer to make sure trailer is stable and secure.
- Once satisfied the trailer is stable, reinflate tractor suspension.
- Procedure is complete.

Section 5:

Reporting Damaged Trailers

- Call into dispatch before moving equipment and give description of damage.
- Take pictures with a smart phone and email them to safety@vенеziainc.com
- Upon return bring trailer to shop for repairs
- Fill out a vehicle defect report sheet with shop and take a copy
- Previous Driver will be contacted by Venezia Safety Dept for a report.

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Section 6:

PPE Requirements

PPE – Personal Protection Equipment must be worn whenever performing any work outside of your truck.

Venezia Requires, at the very least and will supply you with the following.:

- ANSI approved Hard Hat
- ANSI approved Safety Glasses
- Hearing Protection
- High Visibility Reflective Shirt or Vest

You must also wear

- Sleeved shirt (minimum 4 inch)
- Long pants – No shorts
- Leather work boots – No Sneakers
- Gloves

Be advised that our customers PPE requirements will supersede ours. As an example, the following is the PPE and other safety requirements for all Argos Plants.

Boral Resources, OUC and JEA are dedicated to the safety and wellbeing of our employees, drivers, and other guests. As the initial step in our safety program at these sites everyone is required to be aware of certain safety requirements.

1. Personal Protective Equipment (PPE) – At a minimum, the following PPE is required for all drivers at the sites:
 - ANSI approved hard hats.
 - ANSI approved Safety glasses.
 - Closed toed shoes.
 - High visibility (high vis) clothing or vests.
2. All drivers must wear shirts with a minimum of 4” sleeve and long pants at all times.
3. Observe ALL posted speed limits, signs, lights, traffic patterns, etc. Plant site speed limit is 5 – 15 MPH.
4. All posted stop signs.
5. Mobile equipment has the right of way. Forklifts, loaders, trucks, and other heavy equipment are in continual operation and right of way must be yielded to them.

(Cont.)

Section 6:
PPE Requirements (cont.)

6. Truck Access for Loading & Unloading

- “Fall protection safety gantries must be used to open and close hatches.
 - Climbing on trucks or trailers on site is prohibited.
 - Drivers must stay with their trucks while waiting to load or unload their trucks.
 - Drivers are restricted to the loading area and scale area.
 - Drivers must use wheel chocks when loading Fly Ash on site.
 - No work is to be performed on trucks without prior approval.
7. Report any and all hazards or unsafe conditions immediately.
 8. No video or picture are allowed on property.
 9. Always use handrails and 3 points of contact while going up or down stairs or using ladders. Exercise care when stepping over or around any obstacle. Be aware of your footing and any slip, trip or fall hazards that may be present.
 10. Drivers must report any accidents or incidents immediately.
 11. Unauthorized use of any equipment is prohibited.
 12. Do not remove or tamper with any tag on equipment.
 13. No smoking or open flames are allowed around any flammable or combustible storage areas or materials. All buildings, vehicles, and equipment are smoke free areas.
 14. No one is permitted to possess illegal drugs, alcohol, or other intoxicants on company property, or to be under the influence of an intoxicant or prescribed medication that could affect their judgment or ability to work safety.
 15. NO firearms are allowed on plant site.
 16. ALL vehicles are subject to search at any time.
 17. In the event of accident, injury, fire, chemical spill, or other emergency, notify management immediately.
 18. Use of cell phones is STRICTLY prohibited while driving or operating equipment.
 19. Dusting is strictly prohibited. Any dusting must be stopped immediately until the problem is corrected.

The following instructions are general procedures which may vary slightly at different cement mills. Most all the mills that you will be loading at provide fall protection to keep you from falling from the top of your trailers. These systems MUST be used at all times where they are available. Also, most mills require the use of hard hats and safety glasses. It is Venezia company policy that drivers wear whatever P.P.E. (personal protective equipment) that our customer requires.

- All silo openings at cement mills are one way. Determine which one is the entrance and which is the exit.
- Place trailer so that the center hopper dome lid is within the fall protection cage. (Line the center of the trailers center dome lid with the center of the Fall Protection Platform.)
- Set the parking brake and exit the truck.
- Make sure that the “Blow Down Valve” is open so that no pressure will be in the trailer when you open the lid.
- Climb the stairs. Once on top of the platform unlock the gang way and lower it on the top of the trailer.

Fall protection cages have one purpose, to keep you from falling off the trailer. Do not lift cage to open or close a lid. The truck/trailer must be re-aligned so that the lid is within the cage. Failure to comply will result in a permanent ban from most shippers

☛ **NOTE:** if it’s raining heavily, it may be prudent to wait till the silo clears before you open your dome lid. Water in the trailer will turn cement into concrete and will not come out of the trailer.

- Step out onto the top of the trailer, undo the latches and open the dome lid.
- Exit from the top of the trailer and raise the gang way then lock it into place.
- Once the scale clears and the silo is empty – pull on to the scale.
- Line the center of the trailer up with the center of the scale
- Make sure that your driver side window is down, and all radios are turned off so that you can hear the operator’s instructions over the loudspeaker.
- At the operator’s instructions stop the truck
- Set the parking brake
- Turn the motor off

Section 6A:

Loading Procedure for Dry Bulk Cement Tank Trailers

(Continued)

- Roll the window back up to keep cement dust out of the cab.

- Enter the control room and tell the operator where you are going and what type of cement you need. Or give him the load-Pick Up number found on the load assignment on the Qualcomm.
 - The operator will not load you over 80,000 pounds.
- **☛ If you are accidentally overloaded, you must blow excess product off so that your gross weight is less than 80,000 lbs. Venezia company policy is that no load will be accepted for transport over the legal maximum weight.**
- After loading is complete sign the Bill of Lading.
 - Drive the truck off scale and place under the fall protection platform as you did before entering the silo.
- Climb the steps and access the platform then lower the gang way on top of the trailer.
- Before closing the lid, make sure that the dome lid gasket and the dome rim are free of debris. Failure to do this now may result in a leak while the trailer is under pressure at the customer while you are attempting to unload. This will cause extremely dusty conditions and must be fixed before unloading can continue.
- Using the air or vacuum hose provided – clean off the top of the trailer.
 - **☛ Local law enforcement (in the communities that most cement mills are located in), look for dust blowing from the top of bulk tank trailers loaded with cement, they will write tickets for “failure to contain”. It will be your responsibility to pay this type of fine.**
- Once the dome lid is closed and secure, and all cement dust is cleared from the top of the trailer, exit from the top of the trailer then raise and secure the gang way. **Make sure that the gangway ramp is locked in place so that it does not fall on your trailer as you are pulling away.**
- Re-enter the cab and make the necessary adjustments to your Qualcomm.
- Send a “loaded call” on the qualcom using macro #5. Be sure to enter all necessary information including.
 - Order number
 - Trailer number
 - **NET** weight
 - Driver load – Y
- Depart for customer

Section 6B:
Hooking to a Pre-Loaded Trailer at a Customer

- Receive dispatch from Venezia

- Match assigned load order # (found on Qualcomm Load Assignment) with Customer paperwork.
- Locate trailer marked on bill of lading

Important!

- **Check that all seals on paperwork match trailer.** (If applicable)

- Hook/Pre-trip and deliver load

Important!

- **Re-seal trailer and record seal #'s on BOL.** (If applicable)

Section 7:

Unloading Procedure for Dry Bulk Cement Tank Trailers

As your trailer is pressurized, product is blown, under pressure, from your trailer into the customer's silo. The blower on your tractor can produce 450 cubic feet of air p/m. This is a very large volume of air, which could cause damage if not managed properly. Also, you will notice a sticker on the tractors dashboard that indicates max RPM that the blower can be run. Some are under the impression that the faster the blower is run, the faster pressure can be built, the faster the unload time will be. Although in some cases this statement is true, it is not always the case.

Look at the customer's silo system and determine what it uses for dust collection. Some silo systems have very stout mechanical Dust Collector systems that can handle the large volume of air that your blower produces with no problem. Other systems use nothing more than a canvas bag on the top of the silo which is housed by a tin box. A cleaning system (of some sort) is usually installed with the canvas bag to keep the bag/filter open to breathe but sometimes is not adequate or functional. Cement dust will build up rather quickly on the inside of the bag which will prevent the silo from breathing properly. This will cause "back pressure" in the silo. Silo back pressure will increase the time it takes to unload dramatically. And this less sophisticated canvas bag type system can be easily damaged by a sudden rush of pressurized air from your trailer.

If the canvas "dust" bag is on the silo that you will be blowing into, you must keep a constant watch on tank pressure, and the amount of product left in the hopper you are unloading. If a hopper is allowed to go completely empty while tank pressure is high, a rush of pressurized air will go into the silo. When this happens, the dust bag is in danger of detaching from the silo which will cause the immediate area around the silo to be covered in cement dust. You will not be able to finish unloading until the dust bag is reattached. Be aware that you will most likely be severely reprimanded by the customer and possibly banned.

⚠ In situations when you are transferring product into a silo equipped with a bag house, max tank pressure should not exceed 10 p.s.i.

Section 7:

Unloading Procedure for Dry Bulk Cement Tank Trailers (cont.)

It is Venezia company policy that you must always remain outside of the truck, while you are unloading, so that you can monitor both pressure, and product level remaining in the trailer.

Your product hose will give you good information as to how the load is coming off if you know how to read it.

You will notice that as soon as you open a hopper valve that the hose will start to move as pressurized product is blown through it. The more the hose moves, the more product is passing through. If the hose stops moving, 1 of 2 scenarios are the case; either the hopper is empty and pressure is escaping through the hose into the silo, or a plug is beginning to form. In this case you will notice tank pressure begin to rise. Neither is desired.

If a hopper has gone empty

- Close the empty hopper valve.
- Close the air assist valve to reestablish tank pressure.
- Once desired pressure has been reached; Resume unloading by opening the Air Assist valve halfway, then the next hopper valve.

If a clog in the line has started

- Fully open the "Air Assist" valve
- Fully Close the hopper valve

If the plug/clog has just begun to form and you were able to catch it in time, this will be enough to clear the line. If, on the other hand, you were in the truck or distracted in some other way, and the plug/clog is more severe; other steps may be taken to remove the clog. See section # 7F Unclogging a plugged product line.

→ Upon Arrival at the customer all loads must be checked in first, prior to hooking product hose up to the silo pipe.

Be Aware! Blowing the product into the wrong customer silo will result in a very costly silo evacuation which will also result in plant down time. This will be very expensive to Venezia! Be ABSOLUTLY CERTAIN that the operator knows what product you have, then be sure that you are hooked to the correct pipe!

Make sure the plant operator knows

- What product you have
- What mill it came from

He will then direct you to a silo, both verbally, and he should also write the silo number on your B.O.L. **Ask him if the load will fit, and is there a high-level alarm system that works?** The operator may tell you that there is a max pressure that you must obey while you unload. Drive to the assigned silo and situate your truck and trailer so that you will be out of the way of the loader and mixers and your hose can reach the silo pipe.

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Section 7A: Hook up procedure:

- Exit the truck and remove the cap off the blower outlet

- Remove the trailer “hot hose” from its perch and place it on the blower outlet
- Lock the hose fitting into place by engaging both “cam locks”.
- **Wrap/secure the hot hose connection to the blower with a Velcro Safety Strap**
- Remove product hose from deck plate and take it to the back of the trailer.

⚠ DO NOT drop hose ends on the ground. This will cause them to “egg shape” and make them difficult to connect.

- Inspect the product hose for signs of excessive wear or damage. Remove/replace as necessary
- Remove the customer's silo pipe cap
- Hook the cement hose to the correct silo pipe
- **Wrap the connection with a Velcro Safety Strap**
- Remove the product line cap from the trailer product line
- Making sure the product hose is not twisted – hook the hose connection to the trailer product line.
- **Wrap the connection with a Velcro Safety Strap**
- NOTE – a twist in the product hose will turn into a kink when a hopper valve is opened. This will make it difficult to unload and increase the unload time. Make sure the product hose is straight and not kinked.
- Close the trailer Blow Down Valve.
- Open the Air Assist Valve fully.

⚠ Never attempt to remove a hose (product or hot) while the trailer or product line has pressure. A serious injury could result.

Section 7B; Engage PTO

- Enter the cab and engage the PTO as follows.

Manual Transmission

- Push in clutch and put truck in 1st gear. Locate the PTO switch on dashboard^d or floor panel and flip to the “on” position.
- Place transmission back into neutral
- Slowly let the clutch pedal out
 - Set RPM's (cruise control) according to the dash sticker

Automatic Transmission

- Place foot on Brake Pedal
- Place transmission selector in “D” (Parking Brake remains applied)
- Flip the PTO switch to on
- Place Transmission selector to “N” (Parking Brake remains applied)
- Remove foot from Brake Pedal – PTO is now engaged.

Section 7C: Unloading

- Exit tractor cab and go to the “Air Assist Valve”

- Allow blower air to pass through the open “Air Assist Valve” momentarily to make sure that the product line, product hose, and customer's silo pipe is clear.

When Line Pressure Gauge reads close to zero;

- Fully close the Air Assist Valve.
- Watch the Tank Pressure Gauge as the pressure will start to build
- When Tank pressure reaches desired pressure – open Air Assist Valve to ½ open.
- **NOTE! Tank pressure must not exceed 14 p.s.i. when unloading into a silo with a mechanical dust collector. 12 p.s.i. is highly recommended. When transferring into a silo with a bag house – 10 p.s.i must be the max tank pressure (unless otherwise specified by the customer).**
- Slowly open the center hopper valve – fully.
- Watch the product hose, it should begin to move.
- After 1 to 2 minutes has passed since you opened the first hopper valve, a good flow of product should be established. Go back and step on the product hose.
 - If the hose is hard – Back Pressure is building inside the silo which will increase the time it takes to unload. To correct this; lower engine/PTO RPM's to idle which will gradually reduce tank pressure and, in turn, eliminate silo back pressure.
 - If the hose is soft but product can be felt rapidly passing through – all is well.
- Watch the Tank Pressure gauge
 - If the pressure begins to drop – close the Air Assist valve one or two notches. This will divert more blower air into the tank which will cause the pressure to hold or rise (depending on how much you adjusted the valve).
 - If the Tank Pressure begins to rise – open the Air Assist valve one or two notches. This will divert more blower air into the product line which will cause the tank pressure to hold or drop (depending on how much you adjusted the valve).
- Periodically, hit the side of the trailer with a rubber mallet to determine how much product remains in the hopper.
 - As the load progresses the top of the hopper will begin to sound hollow as the bottom sounds solid.
 - When the bottom of the hopper sounds hollow; watch the tank pressure gauge and the product hose.
 - When pressure begins to drop; close the hopper valve.
 - Open the next hopper valve and repeat the above steps until the entire trailer is empty.

- As the hoppers get close to being empty- keep an eye on tank pressure. When the hoppers go empty of product; pressurized air will transfer into the silo. This rush of air could cause problems, possibly detaching or tearing the silo's dust bag. Be careful not to allow too much raw pressure into the customer's silo.

☛ **Hitting the side of the trailer with anything other than a rubber mallet will cause permanent damage to the trailer. Anyone caught striking the trailer with a dead blow or steel hammer will be terminated.**

Section 7D: Clean out Procedure

- After the third hopper is emptied, you will find that product will remain in the center hopper. You must, under reduced pressure, unload the product left.
- Do the clean out procedure in each hopper
 - When pressure cannot be maintained in each hopper, when the bottom of the hopper cone sounds hollow, and, if the product hose shows no movement; the hopper is empty.

Section 7E: Shut Down Procedure

Fact: Pressurized air, product, and blower air will always follow the path of least resistance. With that in mind,

The following "Shut Down Procedure" must be followed each time to prevent product from backing up into the aerators which will cause problems unloading and drastically increase unloading times in the future. At the end of the unload process, tank pressure should be below 5 P.S.I. After the clean out is complete:

- Fully open the Blow Down Valve
- Reduce blower RPM by canceling the Cruise Control
- Check Tank Pressure Gauge
- If Tank Pressure is below 3 P.S.I. it is safe to remove the hot hose from the blower

Section 7E:Shut Down Procedure(cont.)

- **Run the blower for 3 minutes to allow blower to cool**
☛ **NEVER SHUT OFF A HOT BLOWER!!**

- Step on the product hose to see if pressure remains, if so you will feel resistance on the hose
- Slowly open one cam lock and check for dust blowing through open cam lock. If no dust is seen or resistance felt, then pressure has been released
- remove product hose from product line and customer's silo
- **DO NOT drop hose ends on the ground. This will cause them to "egg shape" and make them difficult to connect.**
- Drag the product hose up to the area of the tractor deck plate
- Roll it up on the ground like a fire hose and secure it to the deck plate
- Disengage blower by depressing the clutch and switching the blower to "off"
- Replace the dust cap on the blower and lock down both cam locks.

Section 7F:

Unclogging Plugged Product Line.

Getting plugged up is something that happens when too much product and/or too little air (in the product line) is being used while unloading. Or silo back pressure was undetected. This is made much worse and is usually the result of the driver not paying close attention to what is going on with the unload process. Some will start the unload process then, climb into the cab to do paperwork, or keep warm, or for various other reasons. **This is against company policy!** *Keep in mind the fact that unplugging a clogged product line will sometimes take up to 30 minutes or longer to resolve. Stay vigilant to prevent plug ups from occurring.*

🚫 **You must remain outside of the truck and be within 25 unobstructed feet of the hopper valves while you are transferring product.**

Section 7F:

Unclogging Plugged Product Line (cont.)

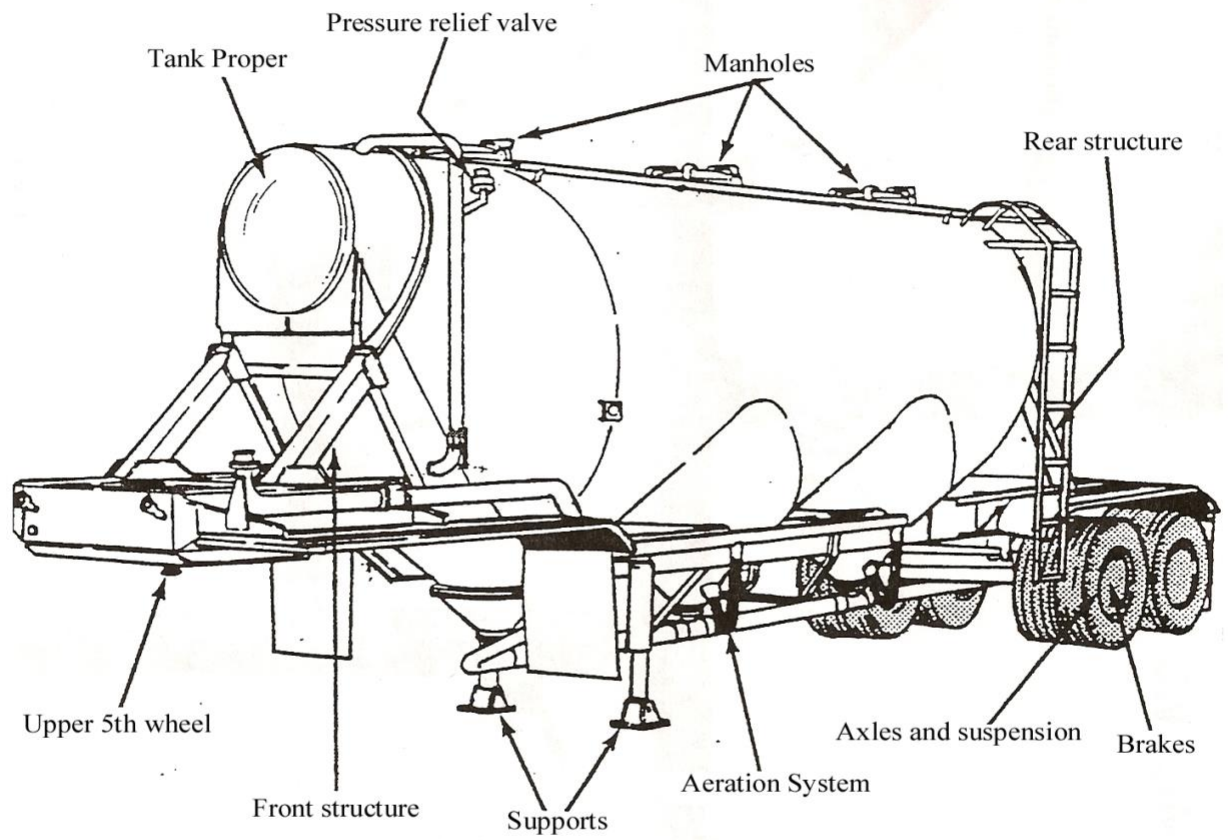
In the event the product line becomes plugged.

- Close the Open Hopper Valve

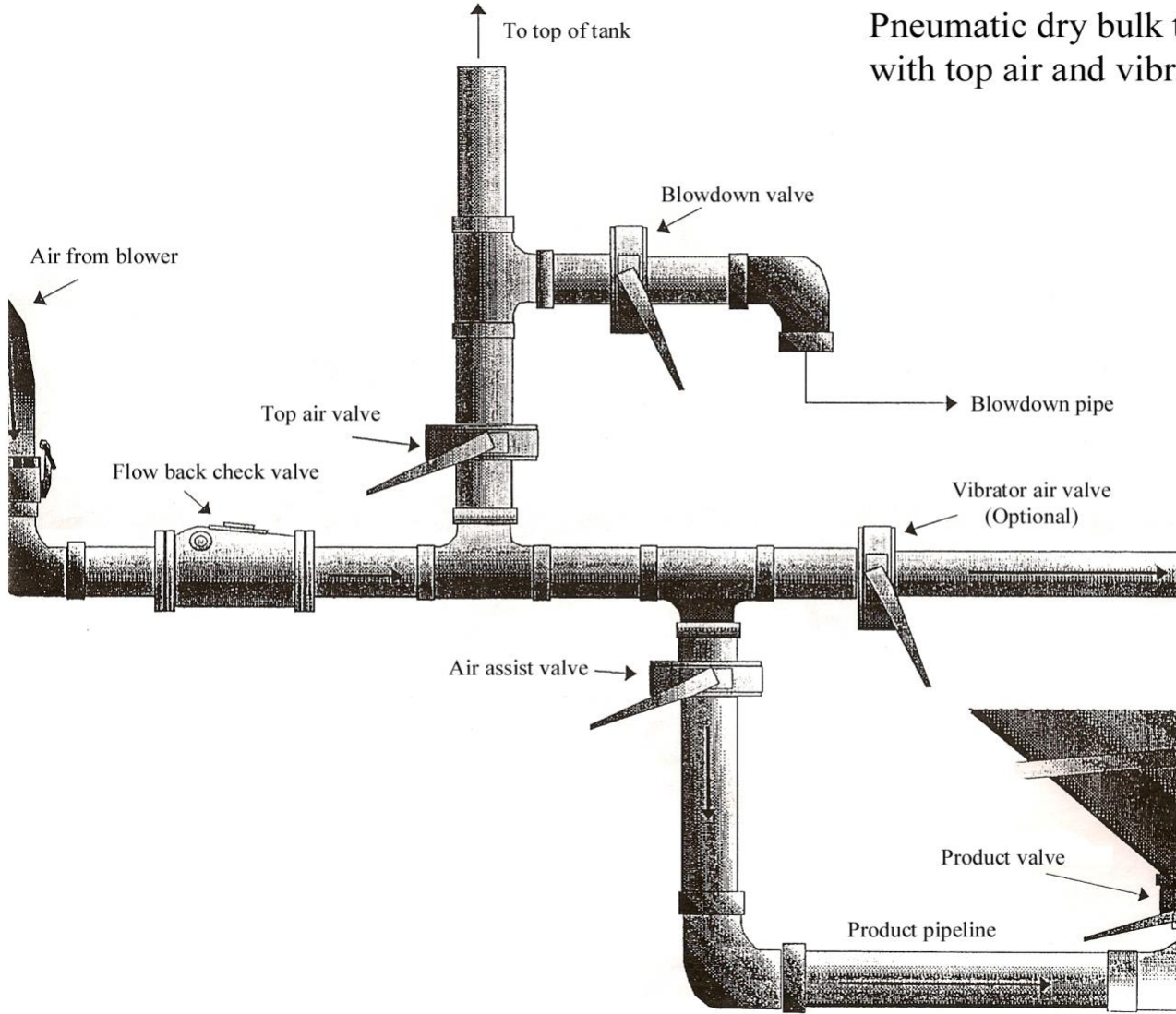
- Fully open-Air Assist Valve
- **Slowly** – fully open Blow Down Valve. **Opening blow down too fast will cause a large dust cloud.**
- Close Aerator Block Valve, or Individual Isolator Valves (if equipped)
- Wait for tank pressure to reduce to 5 p.s.i. lower than line pressure
 - ☛ Using a metallic object such as a screwdriver or a wrench, starting at the rear most part (in front of the trailer axles) tap on the product line to determine where the plug starts. Move forward, tapping until you hear a ring. Clogged product pipe will sound with a dull thud. Clear product pipe will sound with a sharp ring.
 - ☛ At this point, pressure is reducing inside of the tank; all the blower air has been diverted to the product line, so line pressure will remain high.
Once the start of the plug has been determined.
- Open the next forward Hopper Valve
 - ☛ As the hopper valve is opened it creates a path for blower air, pressure, and product to escape to since tank pressure is lower than the line pressure. (**Fact; The opposite of pressure is vacuum**).You will notice the feel of product passing through the open valve while your hand is on the valve handle.
- Close the Hopper Valve – look at the Line Pressure gauge. Take notice where it tops out before the blower safety valve opens.
- Open the hopper valve. A small amount of product will go back into the trailer.
- Close the hopper valve. Watching the line pressure gauge at the point just before the blower safety relief valve opens; reopen the hopper valve. – repeat until plug is pulled back into the trailer

☛ Be aware; if a clog forms and you are so distracted that you do not catch it, if (then) the blower safety release valve opens, it is possible that the clog has made it to the air assist valve. If this happens you will not be able to suck the load back into the trailer. The unit must be disconnected from the silo, then, driven to a shop so that the lines can be dropped. In this case; disconnecting the product hose from the customers silo will cause a product spill that will have to be cleaned up and disposed of by you and reported to safety.

Tank Diagrams



Pneumatic dry bulk 1
with top air and vibr



- 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
 - 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”

Section 9: Qualcomm instructions (cont.)

- 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”
- 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”

Section 9: Qualcomm instructions

- 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”
- 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

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



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Note to Trainer: Please evaluate the trainee on the following items.

Use the letter “Y” to indicate successful understanding and execution.

Use the letter “N” to indicate failure to understand or execute.

Vector to Safety – Attn; Paul, at the end of the week

Bulk Training Evaluation

Trainee: _____

Week Ending: _____

Trainer: _____

Pre-trip and Post-Trip Inspections

- Inspect and determine the condition of critical vehicle components, including inside cab; engine and drive train; chassis and suspension;
- Steering system; braking system; fifth wheel device; and checks that emergency equipment is up to date and easy accessible.
- Performs pre-trip inspection in a regular, systematic sequence that is accurate, uniform, and time efficient. Has attached pre-trip sheet.
- Checks for previous write-ups if any for any safety issues not corrected.
- Was instructed how to inspect PTO driven Blower, i.e. oil, grease and functionality.
- Performs en route inspections by checking mirrors for signs of trouble; monitoring instruments and looking, listening, and feeling for malfunctions; making periodic roadside inspections and meeting enroute requirements for transporting hazardous cargos.
- Performs post-trip inspections by writing up defects to be repaired
- Understands procedure on how to inform maintenance of issues that need to be repaired. Ex – Macro # 35 and DVIR slips

Qualcomm

- Knows how to use macros.
- Knows when to enter information.
- Knows how to look for directions to shippers and customers.
- Knows to use Qualcomm to communicate with dispatchers of any problems, of any kind.

Driving

- Understands the top heavy nature of the loaded trailer
- Can take off, shift, execute turns, and stop smoothly
- Backs proficiently

Loading Operation

- Upon arrival at shipper, does Qualcomm arrival call
- Driver has all information to pick up load.
- Knows how to use safety platform to open proper hatches.
- Drives onto scale and listen to loader to get aligned under loading chute.
- Only accepts legal weight under (80,000) lbs.
- Makes sure information is correct before signing bill of lading.
- Pulls off scale slowly to closing platform and situates truck properly under rack
- Closes lid and latches. Understands the purpose of the fall protection cage.
- Removes any dust from top of trailer

- Does Qualcomm loaded call and updates log book or e-log.

Unloading operation (dry bulk tanks)

- Arrives at customer on time and does Qualcomm entry.
- Sees customer before unloading to confirm correct material
- Gets B O L signed prior to delivery with silo number written on BOL
- Knows how to determine dust collection on silo
- Looks for MAX P.S.I signage
- Hooks up to correct silo fill pipe
- Uses Velcro Safety Straps to secure cam lock fittings on both ends
- Sets up trailer valves prior to engaging blower
- Knows how to properly engage PTO
- Runs full air through product line first
- Builds pressure in tank
- Follows customer pressure limit
- Knows how to initiate product flow
- Knows how to read the product hose
- Knows the function of the blower pop off valve
- Knows how to unclog trailer
- Knows the function of the blower melt out plugs
- Does Not Unload from Drivers Seat!
- Follows progress with rubber mallet on the side of the trailer
- Knows when to switch hoppers
- Knows clean out procedure
- Knows how to determine when trailer is empty
- Does Qualcomm empty call

Comments:
