



Document Chemical Unloading Policy	Published 8/9/2023	Valid for Wisconsin Rapids
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## Document: Chemical Unloading Policy

### Purpose

It is the policy of the Wisconsin Rapids Facility that when chemical tanker trucks are being unloaded, the following procedures must be followed. This policy applies to team members who unload chemical trucks and their supervision. This policy doesn't apply to deliveries containing fuel (diesel, gasoline, etc.).

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

### Execution

Bulk Chemical Tanker Truck:

Tanker trucks cannot proceed onto the mill site until approval has been obtained by the operating department. The driver must be met by Billerud personnel at the site of unloading to assure proper safety procedures are followed. Any driver not presenting a truck unloading checklist will be provided with a copy.

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

- Operator will check unloading area and have the driver move their truck into place.
- Operator will review the Bill of Lading to confirm chemical is what was expected to be delivered.
- Operator is to verify that the driver unloads the chemical at the proper unloading station.
- Operator is to verify that there is sufficient room in the storage tank to unload.
- Operator is to fill out tanker truck unloading check list for the chemical being unloaded (see Appendix B for an example).
- Operator is to verify that all personnel have on proper personal protective equipment.
- Tanker must be inspected for leaks and damage prior to unloading.
- Tanker truck must have brakes on, wheels chocked.
- Unlock the unloading valve and remove cap. Use the chemical area key located in the control room.
- When the truck driver has completed unloading the tanker, return the completed unloading checklist to the department for review. For DOT hazardous chemicals, the completed truck unloading checklist must be faxed or sent to the Environmental manager.
- If deficiencies are noted during the unloading process, fill out a Corrective Action Request and forward it to the Environmental manager and the Safety Department.

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### Responsibility

1. It is the responsibility of the Purchasing Department to inform suppliers of our requirements for drivers delivering chemicals. This includes issuing a written notice to each supplier detailing that the driver utilize the check list and personal protective equipment upon arrival at the mill. This also applies when a change in suppliers occurs.
2. It is the responsibility of Billerud unloading personnel to have and follow the unloading check list and procedure for each chemical being unloaded. These SOP's must include general safety and provisions for emergencies which could occur in an area while the tanker is being unloaded.
3. It is the responsibility of Billerud unloading team members to insure the safety of the driver at the unloading site by reviewing requirements with drivers who are not familiar with the safety at the unloading site. The operating department is responsible for communicating all emergency and hazardous situations and insuring proper procedures are followed.
4. It is the responsibility of Billerud unloading team members to insure drivers have and use the proper protective equipment for the specific chemical being unloaded.
5. It is the responsibility of the truck driver to follow Billerud's unloading check list for each chemical they bring to the mill.
6. It is the responsibility of each operating department to develop emergency procedures for chemical unloading emergencies. Training on these procedures must be conducted for all personnel involved in chemical unloading. These procedures will be documented and then implemented. The operating department is responsible for ensuring that the completed checklists for DOT hazardous chemicals are sent to the Environmental manager and the Safety Department.
7. It is the responsibility of each operating department to develop, implement, and update chemical unloading training programs in their areas as necessary.
8. It is the responsibility of the Environmental manager to establish and maintain a file for all completed checklists relating to DOT hazardous materials.
9. Personnel conducting unloading shall be aware of the Mill Pollution Incident Prevention Plan and shall follow the plan in the event of a chemical spill. The mill Pollution Incident Prevention Plan is found on the Environmental, Health, and Safety Page under Environmental Plans and Permits.

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# BILLERUD

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### Appendix A

#### Copy of Checklist to be Utilized

**CHECKLIST FOR RECEIVING AND UNLOADING OF TANK TRUCKS**

Material Received \_\_\_\_\_

Volume Received \_\_\_\_\_

Date Received \_\_\_\_\_

Expected tank level when unload completed \_\_\_\_\_ %

1. Examine the Bill of Lading (BOL)
  - Is it for your mill? \_\_\_\_\_
  - Is it the material ordered? \_\_\_\_\_
  - Can it be completely unloaded? \_\_\_\_\_
2. Examine the Tank Truck
  - Does the trailer number match the BOL? \_\_\_\_\_
  - Is it the right material? \_\_\_\_\_
  - Is the truck at the right location? \_\_\_\_\_
  - Is the driver using protective equipment?\*
    - Face shield \_\_\_\_\_
    - Chemical gloves \_\_\_\_\_
    - Chemical jacket \_\_\_\_\_  - Are safety signs in place?\*
3. Review the Hookup
  - Is the correct fill line unlocked? \_\_\_\_\_
  - Are the proper valves open? \_\_\_\_\_
  - Verify other product valves are closed. \_\_\_\_\_
  - Are safety procedures being followed? \_\_\_\_\_
  - Is the hookup secure and correct? \_\_\_\_\_
4. Review After Unloading
  - Was all of the material transferred? \_\_\_\_\_
  - Was spill inspection made? \_\_\_\_\_
  - Were the fill line and valve locked? \_\_\_\_\_
  - Was the BOL signed by you? Take BOL to Control Rm & put in mail tray for next day pickup. \_\_\_\_\_

\*Hazardous materials only.

M110-143 (R9/16) Signed \_\_\_\_\_

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