



CHEMICAL AND FUEL UNLOADING PROCEDURE FOR TANK TRUCKS	Procedure Number SAF-1.30
	Issue Date DECEMBER 1, 2003
SAFETY	Revision Date October 31, 2022
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ISSUED BY: <i>Matthew Chalkin</i> _____ Safety Manager Coosa Pines Operations	APPROVED BY: <i>P. L. Hogg</i> _____ General Manager Coosa Pines Operations
<u>10-31-22</u> Date	<u>10-31-22</u> Date
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF: SAFETY MANAGER	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS	



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1. PURPOSE

- 1.1. To monitor and control the unloading process of chemical and fuel tank trucks at the Coosa Pines Mill to ensure that all chemicals and fuels are safely unloaded into the proper storage vessel.
- 1.2. To maintain control of these trucks from entry until exit of Coosa Mill property.
- 1.3. To describe the method used and to identify the personnel responsible for the safe unloading of chemical and fuel tank trucks.
- 1.4. To describe responsibilities of and steps to be followed by these personnel.
- 1.5. To supply delivery drivers a map of the Coosa site that will show the mill streets and identify the Staging Areas. See Attachment 6.1.
- 1.6. To provide the driver a Chemical & Fuel Truck Unloading Safety checklist to take to Coosa Pines Representative. The form will be completed before, during, and after unloading and returned to security. Security will determine if driver is new to the mill or has not delivered within past 12 months. If so, Security will escort driver to staging area. See Attachment 6.2.

2. SCOPE

- 2.1. This procedure applies to all chemical and fuel tank truck deliveries, and to the Coosa representatives and drivers who will be involved in the process. Coosa employees and chemical representatives as designated by Coosa (Buckman Chemical, Kemira, Forest Chemical, and Solenis employees) are authorized as Coosa representatives for their respective chemical unloading duties.

3. PROCEDURE

3.1. ENTRY ONTO MILL PROPERTY

- 3.1.1. Security will verify chemical and fuel delivery paperwork.
- 3.1.2. Driver and Security will complete page 1 of the Chemical & Fuel Truck Unloading Safety checklist. Driver will take checklist to unloading area.



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- 3.1.3. Security will notify the supervisor or designated Coosa representative when chemical or fuel trucks arrive at Mill entrance.
- 3.1.4. Security will confirm with operations that the tank can hold the chemical being delivered before the truck is directed to the staging area.
- 3.1.5. Security will direct the driver to the proper chemical or fuel staging area by the use of a map showing the mill streets and Staging Areas. If driver is new to Coosa or has not made delivery within the past 12 months, Security will escort truck to the staging area.
- 3.1.6. Chemical Unloading Staging Areas will be identified by yellow and black signs labeled with Staging Area numbers, (ex. Chemical Unloading Staging Area 4). The signs directing trucks to the staging areas are also yellow and black.

3.2. UNLOADING

- 3.2.1. Individual departments are responsible for their unloading process with representatives assigned this responsibility.
- 3.2.2. The Coosa representative will meet the chemical or fuel tank truck delivery driver at the designated Staging Area.
- 3.2.3. Driver and Coosa representative will complete the Chemical & Fuel Truck Unloading Safety checklist.
- 3.2.4. Drivers are responsible for the proper placement of the chocks on their vehicle. The designated Coosa representative shall check the vehicle for proper placement of the chocks before allowing the unloading procedure to begin.
- 3.2.5. The unloading is done by strictly following normal safe unloading procedures.
- 3.2.6. The Coosa representative is responsible for unlocking cap on unloading cap line connection as well as re-secure the chemical unloading port with red department lock.
- 3.2.7. No modifications will be made to unloading connectors without the approval of the Shift Team Leader in charge of the area. If modifications are necessary, a temporary MOC must be completed prior to modifications being made and chemical unloaded.
- 3.2.8. Driver will return the Chemical & Fuel Unloading Safety checklist to security.

3.3. PREVENTION OF PREMATURE VEHICLE DEPARTURE

- 3.3.1. The following procedure shall be followed to prevent premature vehicle departure. The wheels of the vehicle are to be chocked with wheel chocks

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capable of preventing vehicle movement (see pg. 4, section 3.2.3). Drivers are responsible for removal of the chocks when unloading is completed. The chocks will be removed only when the unloading process is completed and the vehicle has been cleared for departure by the designated Coosa representative.

4. TRAINING AND DOCUMENTATION

- 4.1. Training is achieved by annual review of the Chemical and Fuel Unloading CBT by all employees and security personnel.
- 4.2. Each Coosa representative and security officer who is involved in the Chemical and Fuel Unloading Procedure for Tank Trucks shall receive training and demonstrate knowledge of this procedure prior to performing the duties.
- 4.3. Documentation will be kept as part of the employee's training record.

5. RESPONSIBILITIES

5.1. General Manager

- 5.1.1. Is the management official with overall responsibility for this program.

5.2. Safety Manager

- 5.2.1. Is the management official responsible for the preparation and administration of this Procedure.

5.3. Safety Department

- 5.3.1. Will ensure periodic audits occur on the use of the Chemical and Fuel Unloading Procedure as well as training records.
- 5.3.2. Will periodically audit this Procedure to ensure its effectiveness.
- 5.3.3. Will update procedures as needed.

5.4. Shift Team Leaders and Area Operations Coordinators

- 5.4.1. Are responsible for ensuring Compliance with this Policy.



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5.4.2. Will maintain training records for operators.

5.5. Human Resources Department

5.5.1. Is responsible for ensuring Security's compliance with this Policy.

5.5.2. Will maintain training records for Security personnel.

5.6. Employees

5.6.1. Are responsible for following this Procedure and knowing the hazards and specific procedures for individual chemicals and fuels.

6. ATTACHMENTS

6.1. Map of Areas

6.2. Chemical & Fuel Truck Unloading Safety Checklist

6.3. Record of Revisions

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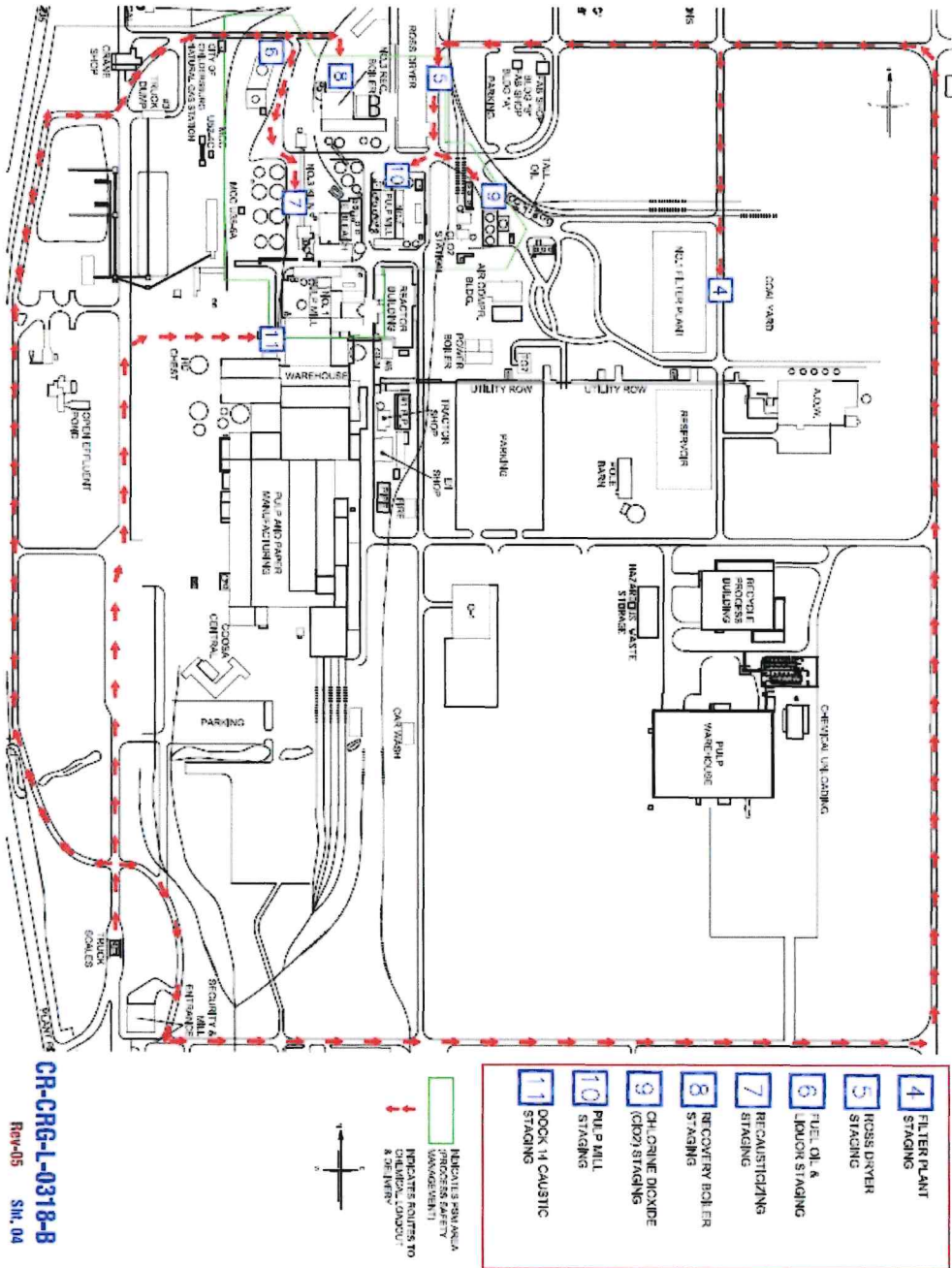
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ATTACHMENT 6.1



OBEY ALL POSTED SPEED LIMITS IN THE MILL

CP-CRGL-0318-B
Rev-05 SH. 04



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Attachment 6.2

Chemical & Fuel Truck Unloading
Safety Checklist
(Return Completed Form to Security)



Part A – GENERAL INFORMATION – BEFORE TRUCK ENTERS Mill (To be completed by <u>Security</u> Representative and signed by <u>Driver</u>)					
1) Product ID and Supplier verified with Driver using information on Bill of Lading (BOL): Product ID _____ Supplier _____	4) BOL (Bill of Lading) Number: <input style="width: 100%; height: 20px;" type="text"/>				
2) Carrier ID:	5) DATE Chemical or Fuel Received: <input style="width: 100%; height: 20px;" type="text"/>				
3) Department ID / Staging Area #	6) TIME IN (When Truck Enters Mill): <input style="width: 100%; height: 20px;" type="text"/>				
7) TIME OUT (When Truck Exits Mill): <input style="width: 100%; height: 20px;" type="text"/>					
TRUCK DRIVER Name (Print) <input style="width: 100%; height: 20px;" type="text"/>		TRUCK DRIVER Signature <input style="width: 100%; height: 20px;" type="text"/>			
Part B – SAFETY CHECKLIST – BEFORE TRUCK ENTERS Mill (To be reviewed and initialed by <u>Security</u> Representative and <u>Driver</u>)					
Driver Initials		Have the following items been completed and/or verified?		Security Rep Initials	
Yes	N/A			Yes	N/A
		1) Placards are in place on truck; product & volume information on the Bill of Lading (BOL). Security initialed COA, if required.			
		2) Driver is equipped with Personal Protective Equipment (PPE), hoses, & connections required for unloading the respective chemical or fuel.			
		3) Security has provided Driver with a site map & directions to staging area if Driver has made a delivery to Coosa within the last 12 months.			
		4) Security has provided the Driver with a site map and will ESCORT the Driver to the staging area if Driver is new to the Coosa Mill or last delivery was more than 12 months ago.			
		5) Driver has been informed of Security telephone #: 256-378-2101			
	N/A	6) Security has notified Operations that a truck is on its way to the respective staging area.			
Security Representative Name (Print) <input style="width: 100%; height: 20px;" type="text"/>			Security Representative Signature <input style="width: 100%; height: 20px;" type="text"/>		



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Attachment 6.2 (continued)
Chemical & Fuel Truck Unloading
Safety Checklist
(Return Completed Form to Security)



Part C – SAFETY CHECKLIST – BEFORE UNLOADING Begins (To be reviewed and initialed by <u>Driver</u> and <u>Operations/Chemical Vendor Representative</u>)				
Driver Initials		Have the following items been completed and/or verified?	Op/Vendor Rep Initials	
Yes	N/A		Yes	N/A
		1) Operations Rep. meets Driver at staging area and escorts him/her to unloading area. The Operations Rep. and Driver together verify the truck contents & volume from the Bill of Lading (BOL). The Operations Representative must sign/initial the BOL, if correct, to show receipt.		
		2) For specified chemicals, Operations Rep. confirms Driver has a Certificate of Analysis (COA) initialed by Security (if required).		
		3) If Driver is new to Coosa or his/her last delivery was more than 12 months ago, the Operations Representative must REVIEW the unloading TAG and PPE requirements with Driver.		
	N/A	4) Operations Representative confirms that respective tank storage capacity is adequate to accept the load.		
		5) Record Tank Level BEFORE Unloading _____ (feet)		
		6) Truck has been properly spotted at the correct unloading station.		
		7) Chemical/fuel placards on truck are in place.		
		8) Unloading signs are in place (circle one) Yes No N/A		
		9) Operations Rep. has verified that Driver has secured the truck with wheel chocks and jack stands (if required).		
		10) Grounding strap has been properly attached for Methanol unloading or Turpentine Load-Out only.		
		11) Required PPE has been donned by both Driver & Ops Representative.		
	N/A	12) The correct Chemical Unloading Inlet Port has been identified by Ops Representative; red Departmental lock removed to open Inlet Port.		
	N/A	13) Hoses are securely connected WITHOUT MODIFICATIONS and there are NO LEAKS. Begin Off-Loading chemical from truck.		
		14) Check for leaks when unloading begins and verify level is increasing.		
		15) Is tank level increasing? Check one: Yes _____ No _____ *If tank level IS NOT INCREASING, IMMEDIATELY STOP PROCESS, notify STL & CHECK FOR LEAKS. Do not proceed until issue is resolved.		
		16) The truck's Emergency Cut-Off has been located.		
		17) The Driver has been informed of the following: a) Location of nearest Eye Wash/ Safety Shower. b) Operations telephone numbers: (256) 378-2293 (Tall Oil); (256) 378-2508, (256) 378-2293; Other: 256-378-_____ c) The Driver must remain at the unloading station (i.e., within 25 feet) during entire unloading process.		
Coosa Operations/Vendor Rep. Name (Print)			Coosa Operations/Vendor Rep. Signature	



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Attachment 6.2 (continued)
Chemical & Fuel Truck Unloading
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Part D – SAFETY CHECKLIST – AFTER UNLOADING is Completed (To be reviewed and initialed by <u>Driver</u> and <u>Operations Chemical Vendor Representative</u>)				
Driver Initials		Have the following items been completed and/or verified?	Operations / Vendor Rep Initials	
Yes	N/A		Yes	N/A
		1) Driver has notified Coosa Pines Representative that unloading is complete.		
		2) Driver, wearing correct PPE, has flushed hose(s), relieved air pressure and disconnected hose(s) as required.		
		3) Driver has ensured that all hoses and connection fittings have been properly stored and that truck unloading connections are sealed prior to departure.		
		4) Area has been inspected for environmental issues, equipment leaks or other concerns.		
	N/A	5) The Chemical Unloading Inlet Port has been locked closed with a departmental lock & key returned to Pulp Control Room.		
		6) Driver has removed and properly stored wheel chocks and jack stands if used.		
		7) Driver is aware that he/she must return this completed form and other paperwork to a Security Representative at the Scale House as he/she leaves the mill.		
Coosa Operations/ Chemical Vendor Rep. Name (Print) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			Coosa Operations/ Chemical Vendor Rep. Signature <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

REVISION HISTORY

REV #	DATE		DESCRIPTION OF CHANGE
	Revision Date	Review only Date	
3.1	12/23/2021	-	Added steps to document the tank level (in feet) before unloading begins (Step C.5) and to verify ("yes" or "no") that tank level is rising after unloading begins (Steps C14 & C.15). Added "Chemical Vendor" as responsible for sign-off where applicable.



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ATTACHMENT 6.3

RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
4, 5, 6	1	04-22-08	Changes due to company name change. Modification of Training and Documentation section. Addition of Responsibilities section. Addition of second bullet on pg. 8 pertaining to bleeding pressurized unloading hose. Addition of Record of Revisions.
6.1	2	08-08-11	Map Update & modification, removed Staging Areas 1, 2, & 3.
All	3	12/3/15	Revisions due to Company name change.
3.2.6	3	12/3/15	Included need for MOC if/when modifications are required.
6.1	4	12/10/15	Map update. Added Staging Areas 9, 10, & 11.
6.1	5	12/15/15	Map update. Name change to staging area No. 10 and name change for Recycle Warehouse to Pulp Warehouse.
1.7, 3.1.2, 3.2.3, 3.2.8, Attachment 6.3	6	2/1/16	Incorporated new Chemical & Fuel Unloading Safety Checklist into Procedure.
All	7	2/3/16	Removed Chemical and Fuel Unloading Safety Steps and associated instructions.
4.1, 5.3, 5.4, 5.5	7	2/3/16	Defined how training is accomplished. Clarified training record documentation responsibilities as well as Human Resources responsibilities for ensuring compliance by Security staff and maintaining Security training records.
Attachment 6.1	8	6/10/16	Redefined "Fuel Oil and Liquor Staging" to include Liquor. Updated map.
All	8	6/10/16	Updated procedure number to current format.
2.1	9	3/20/17	Added Solenis as a Coosa Representative for unloading.
All	10	9/20/17	Added Security responsibility to escort new drivers or drivers who have not delivered to Coosa within past 12 months; added Security responsibility to verify with Coosa Representative that tank can hold chemical prior to directing to staging area; updated delivery route map (attachment 6.1); updated Chemical & Fuel Truck Unloading Safety Checklist (attachment 6.2).
All	11	10/31/22	General review, inserted updated form, and update of management signatures.