

I. PURPOSE

The purpose of this policy is to establish safe procedures for delivery, handling and storage of bulk chemicals at the Calhoun mill and to ensure compliance with OSHA CFR 29 1910.1200 Hazard Communication standard.

II. SCOPE

This policy will apply to transportation haulers, vendors, delivery personnel, and visitors that transport chemical bulk containers on site for process or trial use at the Calhoun Operation facility. This policy will apply to bulk chemical deliveries such as tanker trucks, railcars, and tote bins. This policy does not cover compressed gas deliveries.

III. PROCEDURES

A. Tanker Truck Delivery and Unloading:

1. All chemical deliveries trucks will enter through Gate #7 unless directed otherwise by EMS/Security.
2. All **drivers** must have a Bill of Lading (BOL) and present the BOL to EMS/Security. The following information is required on the Bill Of Lading (BOL); a AbitibiBowater purchase order number, the product name, department name the chemical is being delivered to, and a chemical unloading coupling number.
3. For a few select chemicals, the BOL may contain multiple coupling numbers. This happens when a department has more than one unloading location for a particular chemical. In the case where there are multiple unloading coupling numbers, the Technician meeting the truck will help determine which coupling will be used. In some cases, the load may be split between two different unloading points in that department. In very few cases, a BOL may have multiple coupling numbers that are located in different departments. In these cases, a representative from each department will have to meet the truck and verify the chemical and unloading coupling.
4. EMS/Security will ensure the driver has viewed the Visitor Safety Orientation and Chemical Unloading Safety Films. They will also verify the chemical name, department the chemical is to be delivered to, and chemical unloading coupling number. For a select few chemicals (i.e. hydrogen peroxide, sulfuric acid), the chemical concentration is also provided. The EMS/Security Tech will notify the operating department and arrange for someone to meet the driver at the unloading station.
5. A department operations employee must meet the driver at the unloading storage tank and match the BOL with appropriate chemical name, concentration, chemical unloading coupling number and verify the driver is at the correct location. The department Technician must inform the driver of the closest safety shower to the unloading tank. The driver and Technician must review the appropriate PPE to be used for unloading.

6. The Technician must ensure the tanker has a relief valve installed between the tanker and the unloading hose and that the driver knows how and where to drain the unloading hose upon completion. After all information has been verified, the Technician may then remove the coupling lock to allow the driver to begin unloading. The technician must be present when the unloading procedure is completed. The driver must be informed how to contact the technician/department control room in the event of an unloading problem.
7. After the driver has completed unloading, the department Technician is required to sign the delivery ticket, reapply the coupling lock and direct the driver back to Gate #7.
8. EMS/Security at Gate #7 will collect the delivery ticket and verify that the department representative has signed it.
9. Tanker trucks must be chocked and positioned to avoid obstruction of roadways and walkways.
10. If a tanker is positioned within 10 feet of the centerline of a railroad track a blue flag must be placed at least 50 feet from the tanker on the incoming rail line.
11. The Environmental department must be notified when product is spilled outside the containment area. In the event of a tanker failure, EMS/Security must be notified immediately.

B. Tote Bin Deliveries

1. All drivers must have a Bill of Lading, which includes an AbitibiBowater purchase order number, the product name, and the department name the chemical is being delivered to.
2. EMS Security will ensure the driver has viewed the visitor orientation film, call the receiving department, and arrange for someone to meet the driver at the unloading area.
3. An employee from the department receiving the chemical must meet the driver at the unloading area, and give the driver directions on where to unload the bins.
4. Truck wheels must be chocked before unloading any totes.
5. After unloading the tote bins, a department employee will sign the BOL and direct the driver back to Gate #7.
6. Tote bins cannot be stacked more than two bins high and must be evenly positioned to prevent them from shifting or overturning.
7. Tote bins must be labeled with the product name and have warning properties posted on at least two sides.
8. Tote bins will not be allowed to be stored in aisle ways.

C. Coupling Locks and Keys.

1. All chemical unloading couplings will be secured with a lockable cover and a designated lock.

2. Locks will be keyed so that one key will open all coupling locks within a department. Each department's locks will be keyed differently.

D. Safety Responsibilities:

1. It is the responsibility of the AbitibiBowater employee unlocking the coupling to verify the unloading system is safe. (This includes, but is not limited to isolation of hazardous energy, verifying proper PPE for drivers, noting any chemicals at high temperatures or high pH (above 12) or low pH (below 3).
2. It is the department's responsibility to identify and provide appropriate lockout lists to the AbitibiBowater employees from No. 1 above.

IV. RESPONSIBILITY

A. Operating Departments responsible for:

1. Ensuring that all chemical containers (i.e. unloading couplings, tanks, chests and tote bins) are labeled in accordance with this policy and the AbitibiBowater Hazcom Policy.
2. Ensuring that all loading and unloading couplings are locked when not in use.
3. Designating a central location and a sign in/out log to control access the departments coupling locks.
4. Training all departmental employees on this procedure and the specific chemical safety information for each area of responsibility.
5. Conducting inspections of all unloading couplings and correcting any deficiencies during each loading and off-loading.

B. EMS/Security is responsible for:

1. Verifying the Bill of Lading has the correct information.
2. Notifying the department when a chemical delivery arrives.
3. Ensuring the driver has viewed the Visitor Safety Orientation and Chemical Unloading Safety Films.
4. Directing the driver to the correct unloading area.
5. Ensuring driver and department representative have signed the Bill of Lading. A copy of the signed Bill of Lading will be kept by security and a stores employee will collect these daily.

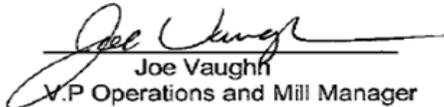
C. Safety Department is responsible for:

1. Ensuring this policy is reviewed annually.
2. Conducting an annual audit of couplings.

3. Ensuring all new unloading couplings meet the requirements of this policy.
 4. Maintaining the coupling unloading list (Appendix A).
- D. Purchasing Department is responsible for:
1. Ensuring a MSDS has been sent to Technical/Environmental before a chemical is delivered.
- E. Technical Department is responsible for:
1. Updating MSDS database that is available on the Calhoun Intranet page (using the Safety tab) and distributing to departments as needed.

Effective: July 20, 2006
Revised: April 28, 2011
Reviewed: April 28, 2011

Approval:



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APPENDIX A

[Chemical Unloading Stations.xls](#)



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