

# Introduction to Shipping

Shipping is one of the most important areas where you, as a supplier, can help the mill.

The safety of the load is our number-one focus. This section will cover the following aspects of shipping to a Weyerhaeuser mill.

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***Disclaimer: You are responsible for safe loading and unloading practices. This material does not include all practices for all situations.***

# Shipping Requirements

## Release Numbers

Some mills require release numbers on all loads prior to shipment. For release numbers, call your Weyerhaeuser representative. Please note the release number in the proper space on the BOL. Release numbers are issued for specific days. The number itself may include the date that the load is to ship to the mill.

For example, 110109 should ship on Nov. 1. The “09” means it is the ninth load scheduled for that day. It is important that loads ship when they are scheduled. If loads ship before or after their assigned date, extra trucks waiting to unload cause traffic problems due to the length of the lineup. This puts undue stress on both the mill and the waiting drivers.

Please ship on schedule.

If you cannot ship on your scheduled day  
**-OR-**  
if the truck does not show up,  
then call your representative immediately.

Does your customer mill require release number?

Albany	Currently implementing	Plymouth	Yes
Red River	No	Hueneme	No
Cedar River	Yes	Springfield	Yes
Henderson	Yes	Valliant	Yes
Pine Hill	Yes		

# Weyerhaeuser Van Truck Loading

Safety, Health and Well Being are our #1 Priorities. To ensure the safety of our employees and contracted drivers, the following requirements **MUST** be followed.

## Load it **SAFE** or **DO NOT SEND!**

### Before loading bales

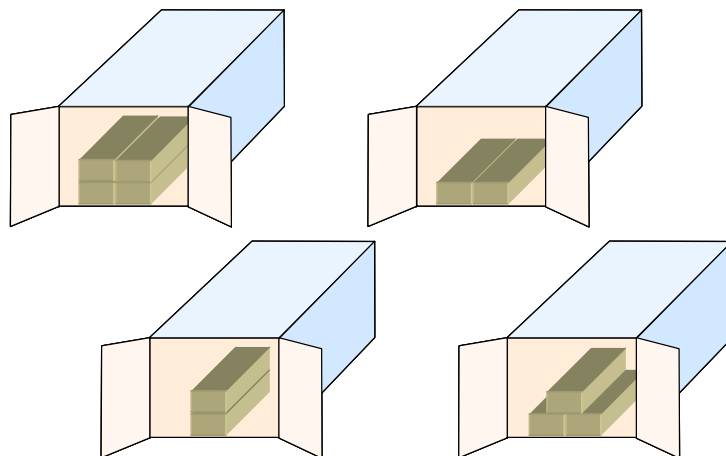
- Inspect the trailer before loading to make sure the trailer is safe and clean
- Make sure bales are of good integrity and have adequate wires
- Know the safe, acceptable load patterns

### What to know while loading bales

- **ALWAYS** turn the last row of bales lengthwise to prevent bales from falling/shifting against the door during transit. The last row of bales must be no more than 2 high. **THERE WILL BE NO EXCEPTIONS TO THIS RULE!** (Failure to adhere will result in termination of purchases.) **SEE DIAGRAM FOR EXAMPLES.**
- **Never** put a stack of 3 bales next to a stack of 1 bale.
- Stack bales squarely for easy off-loading and storage. Do not load with pallets or stickers on vans.
- **Do not** place small bales on the bottom with large bales on top.
- **Do not** place high-density bales on top of low-density bales.
- Bales often expand inside vans — leave room to unload safely. Do not stuff vans. A bale clamp, not straight forks, is used to unload.

### Loads can be rejected for the following reasons:

- Acceptable load patterns are not followed
- Bottom bales break and let stacks fall during unloading
  - Quality is poor or dangerous materials are present.



# Weyerhaeuser Safe Truck Loading Procedure



**ALWAYS** turn the last row of bales lengthwise to prevent bales from falling/shifting against the door during transit. The last row of bales must be no more than **2 bales** high. ***THERE WILL BE NO EXCEPTIONS TO THIS RULE!***

See photo above and attached diagram for examples of last row of bales loading pattern.

**ALWAYS** stack bales squarely for easy offloading and storage. Do not load with pallets or stickers on vans.

**NEVER** put a stack of three bales next to a stack of 1 bale.

**DO NOT** place small or short bales on the bottom with large or long bales on top.

**DO NOT** place high-density bales on top of low-density bales. Bales often expand inside vans — leave room to unload safely. Do not stuff vans. A bale clamp, not straight forks, is used to unload.

# Weyerhaeuser — Safe Reliable Method

## Equipment

Trucking

## Task

Opening Van Trailer Doors

## Revision Date

8/28/01

**SAFETY NOTES: NEVER OPEN BOTH DOORS AT THE SAME TIME — ask for assistance if doors cannot be opened one at a time. Always stand at the outside edge of the doors as you swing the doors around to secure.**

## Steps in Doing Task

1. Look at trailer doors to make sure both doors are properly latched and that they aren't bulging from bales leaning against the doors. If doors aren't properly latched or if doors are bulging, contact a Weyerhaeuser employee for assistance.
2. While standing behind the left door, release the latch(es) on the right door.
3. Standing behind the left door, carefully open the right door. Check to see if cargo is leaning toward, or against, either door. Is cargo stable?
4. If "NO," contact a Weyerhaeuser employee.
5. If "YES," secure the right door, look inside the trailer to be sure nothing is leaning against the left door. If load is stable, unlatch and open the left door, and secure. If there is concern for anything falling from the trailer, contact a Weyerhaeuser employee for assistance.

## Potential Hazards

An employee can be struck by, or crushed by, falling material when doors are opened. An employee can be struck by a swinging door due to material pushing on the doors

## Personal Protective Equipment (PPE) Needed

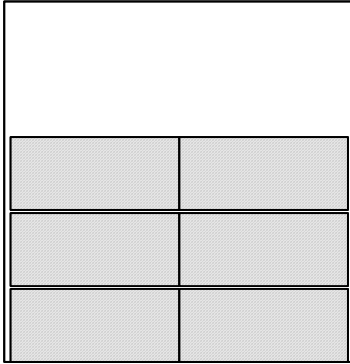
Gloves

*NOTE: All drivers are required to use this Safe Reliable Method for opening van trailer doors while on any Weyerhaeuser site.*

# Acceptable Load Patterns — Inside View

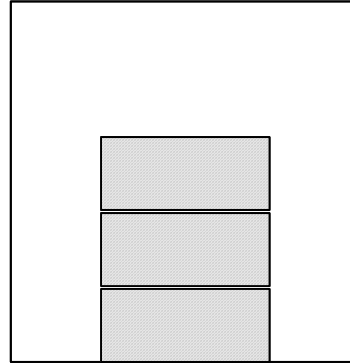
**Note: Does not apply to last row of bales next to trailer door!**

**#1 – Yes**



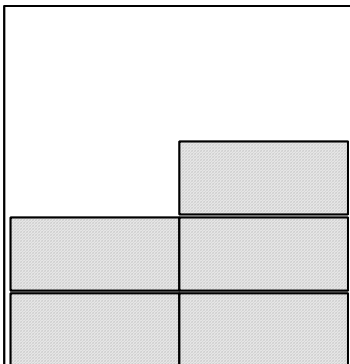
Load bales squarely on top of bottom bales. Leave 6" clearance from sides and top of trailer.

**#2 – Yes**



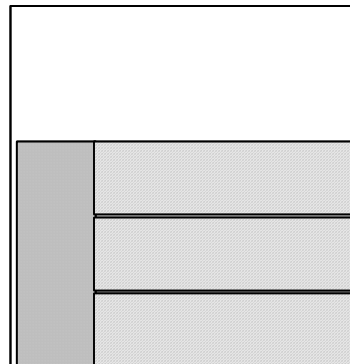
Load bales squarely on top of bottom bales. Maximum length is 72".

**#3 – Yes**



Load top bale squarely on top of bottom bales. For better weight distribution, alternate top bale placement in each row.

**#4 – OK**



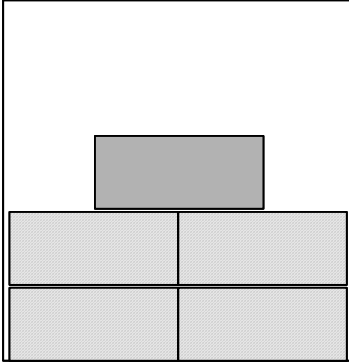
1 Vertical bale on side (must leave at least 6" clearance on each side of load).

**Acceptable — not preferred**

Load trailer to maximum capacity. Leave 6" clearance from sides and top of trailer. Trailers are unloaded with bale clamps, not straight forks.

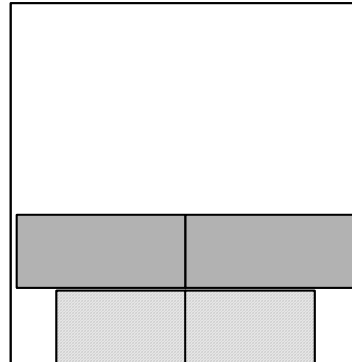
# Unacceptable Load Patterns — Inside View

**NO**



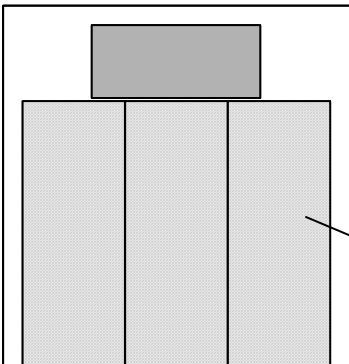
Do not stack bales partially on top of two bottom bales.

**NO**



Do not stack large bales on top of smaller bales.

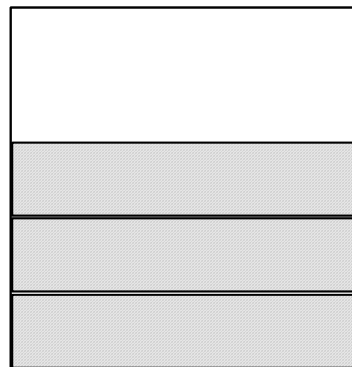
**NO**



Do not stack bales vertically.

Do not stack bales partially on top of bottom bales.

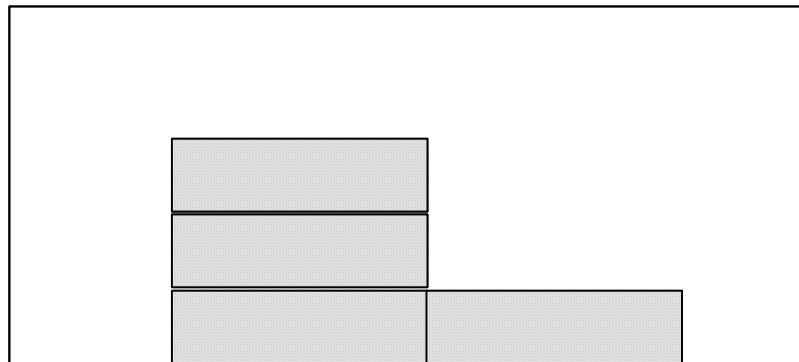
**NO**



Bales too wide. Maximum length is 72".

**NO**

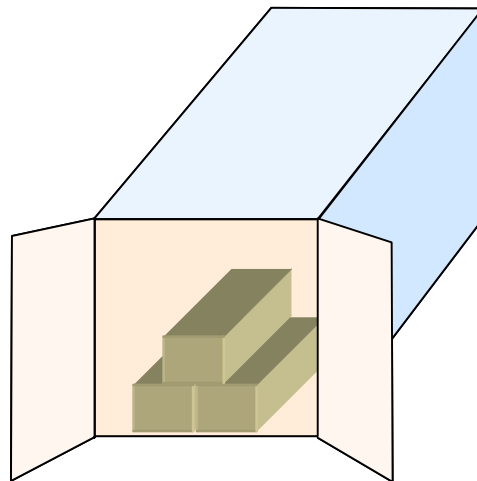
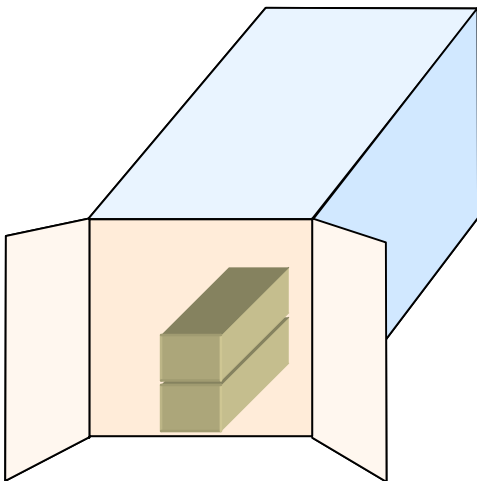
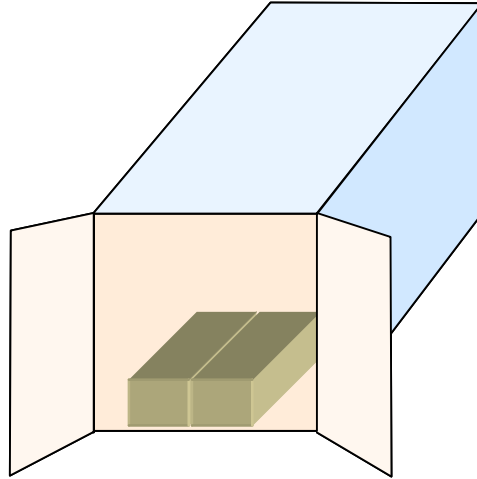
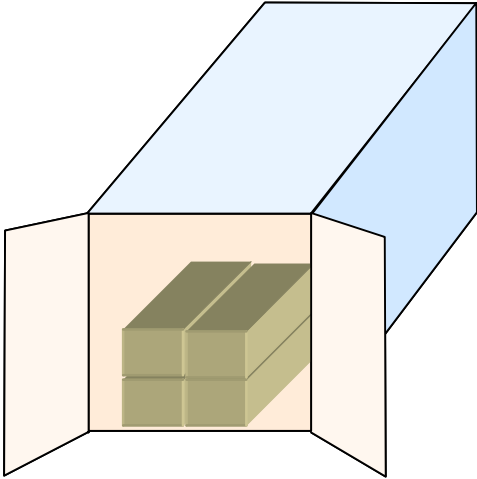
**Side View**



Never place a stack of 3 next to a stack of 1.

# Acceptable Load Patterns — Rear View

Bales **must** be no more than 2 high and turned lengthwise with the length of the trailer.





# Process for Loading and Unloading Flatbeds

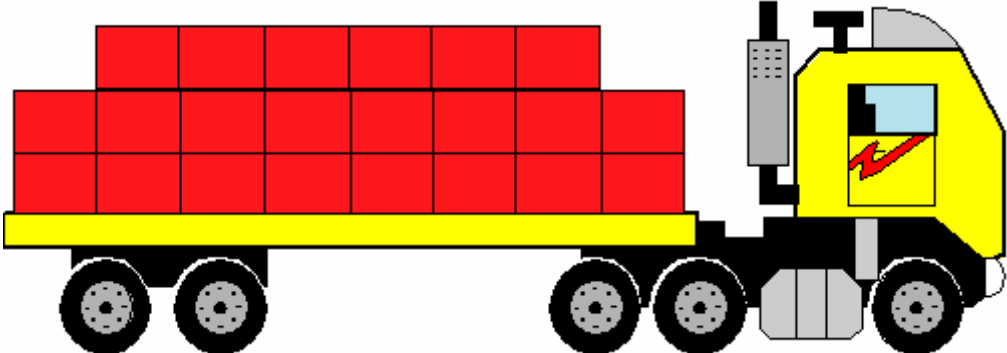
## Safety First!

Check to make certain that the tractor or jack stands are underneath the trailer.  
Make sure trailer is chocked. All bales should be free of snow and ice.

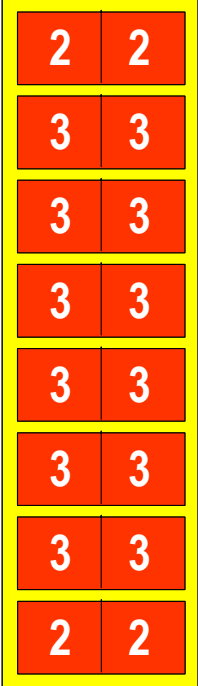
***Keep drivers clear at all times while loading or unloading!***

### Loading procedures

48' flatbeds – Stack bales side by side for eight stacks on each side, the first and last row two bales high, the balance three bales high. Load only four stacks per side while loading to avoid causing stress on the kingpin of the trailer and the fifth wheel of the tractor. Do not stagger the top row of bales.



48 ft. flatbed, top view



### Unloading procedures

**Make sure drivers and employees are clear of the unloading area.**


Flatbeds – Use reverse order from loading. Take off only three stacks from each side to keep weight down. Don't pull some bales from the back and then some from the front of the trailer.

***Keep load as stable as possible while unloading!***

# Sample Bale Tag

This tag, or one like it, can be used to identify your bales to the mill. All bales should be tagged as shown in the picture on Page 4.11.

This quality product was safely produced to meet customer specifications.



Weyerhaeuser

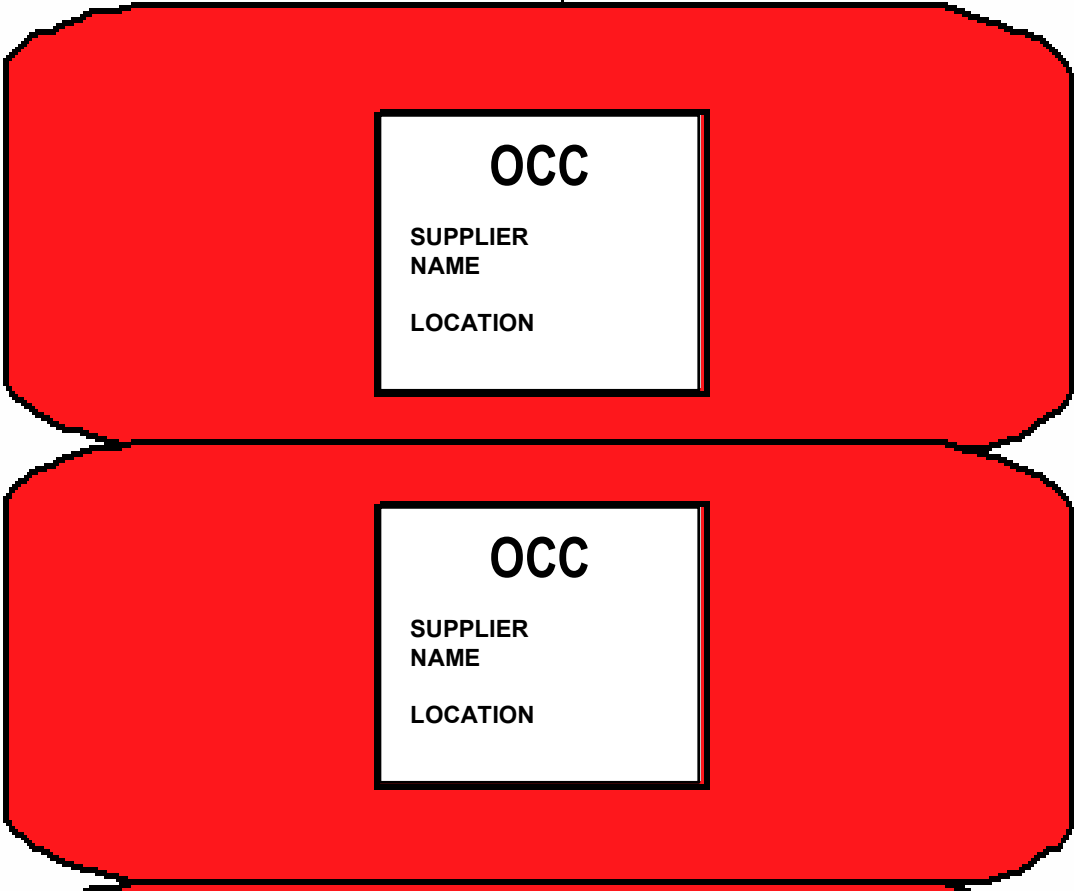
Supplier ID: \_\_\_\_\_

Grade: \_\_\_\_\_

Form 1584 (10/99)

**For additional bale tags,  
contact your Weyerhaeuser representative.**

# Process for Correct Bale Tag Placement

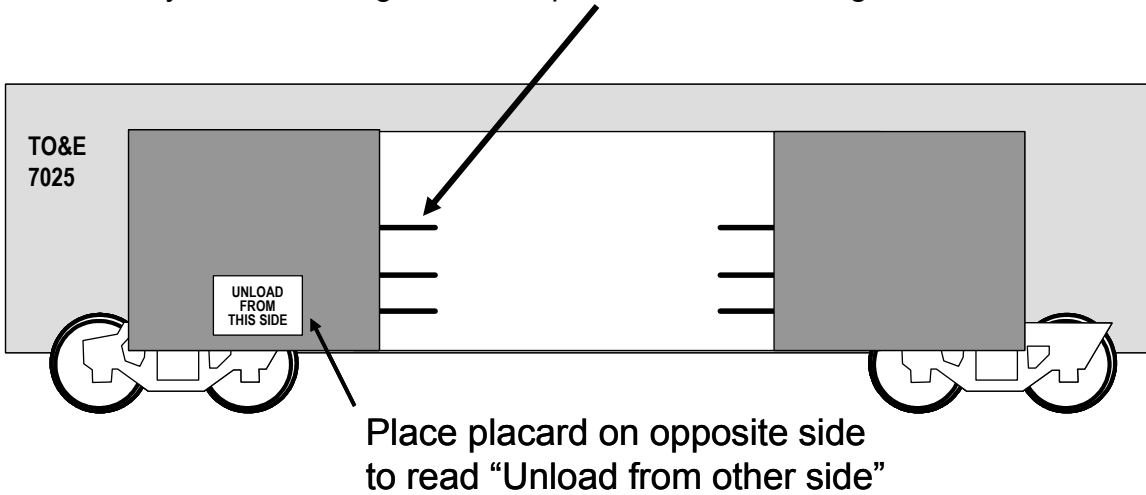


# Railcar Loading

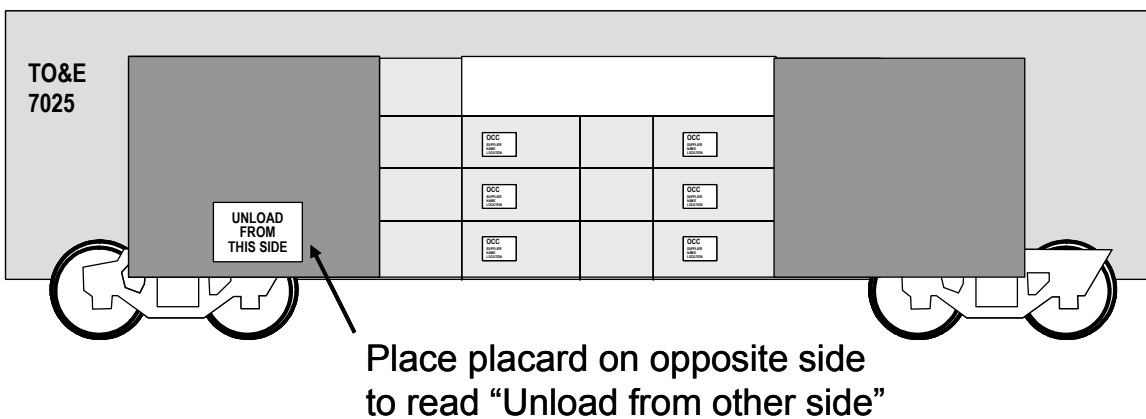
- Inspect the railcar for damage prior to loading. Do not load damaged railcars or cars with weak floors or damaged doors. Railcar and doors must be watertight. Place railcar seals on doors after loaded and doors are closed.
- Cars that have unrecognizable residue in them should be rejected and returned to the railroad for cleaning.
- In both doorways, load bales 3 high.
- Placard both sides of the railcar. One side should be placarded **"Unload Other Side"** and the side the car is loaded from should be placarded **"Unload This Side."** Remove any old placards.
- Place a copy of the bill of lading in a plastic sleeve and place it on the last stack of bales loaded into railcar.
- Do not load railcars with door openings less than 10' wide.
- If doorways will be strapped, for safety reasons, strapping must be non-metallic (such as Caristrap).
- Railcars and bales must be free of snow and ice.

# Safe Load Patterns – Rail

- Because of obvious safety concerns, we ask that you remove **ALL** steel banding from the doorway before loading bales. Suspended metal banding is hazardous.



- Sweep car before loading.
- Do not load high-density bales on top of low-density bales.
- Load bales only three high in front of both doors. Remember, someone on the other end of your shipment has to unload this car and be able to unload from either side.
- Remove all old placards and apply new placards to the railcar before shipment.

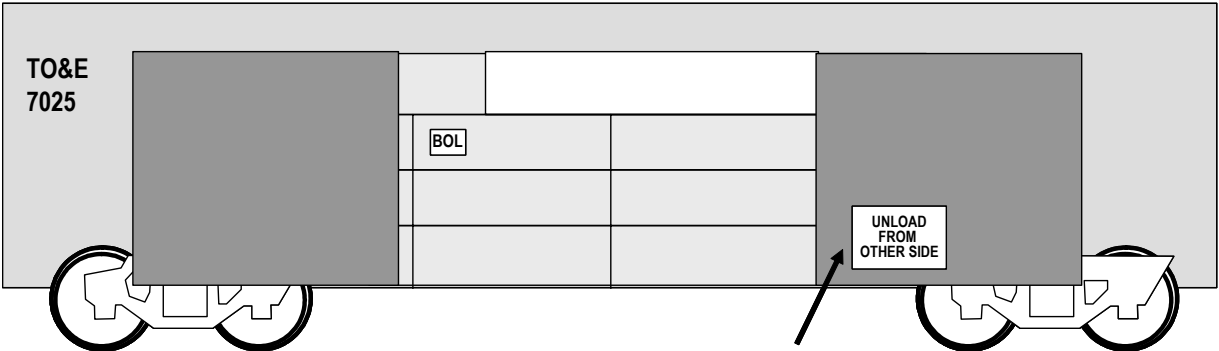


- Do not push loose paper into the car when loading.
- Do not load pallets or mill roll dunnage.

# In Both Doorways, Load Bales to Three (3) High Only

Bales 48" x 48" x 32"

Minimum of 10' doors on all railcars.

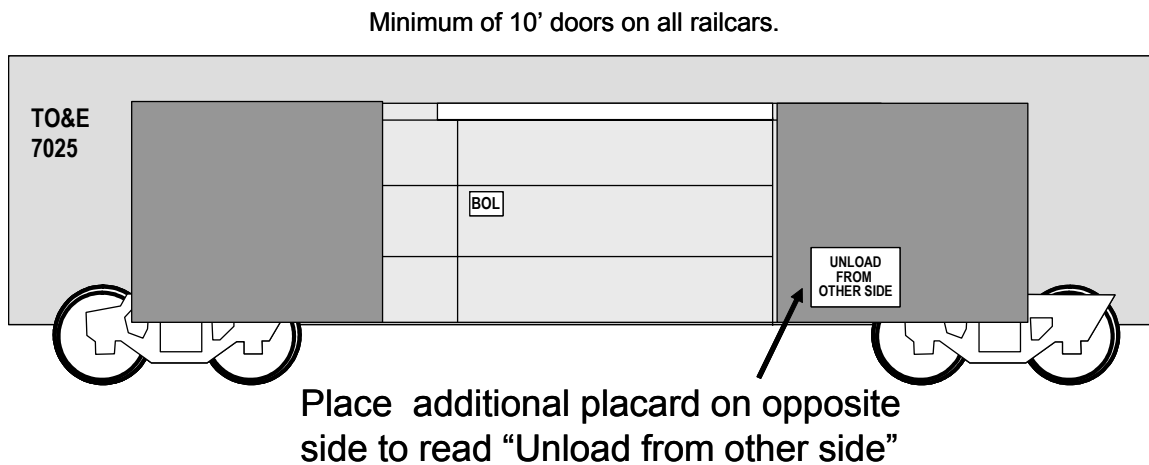


Place additional placard on opposite side to read "Unload from other side"

Place **BOL** in plastic sleeve on the last stack of bales loaded onto railcar.

# In Both Doorways, Load Bales to Three (3) High Only

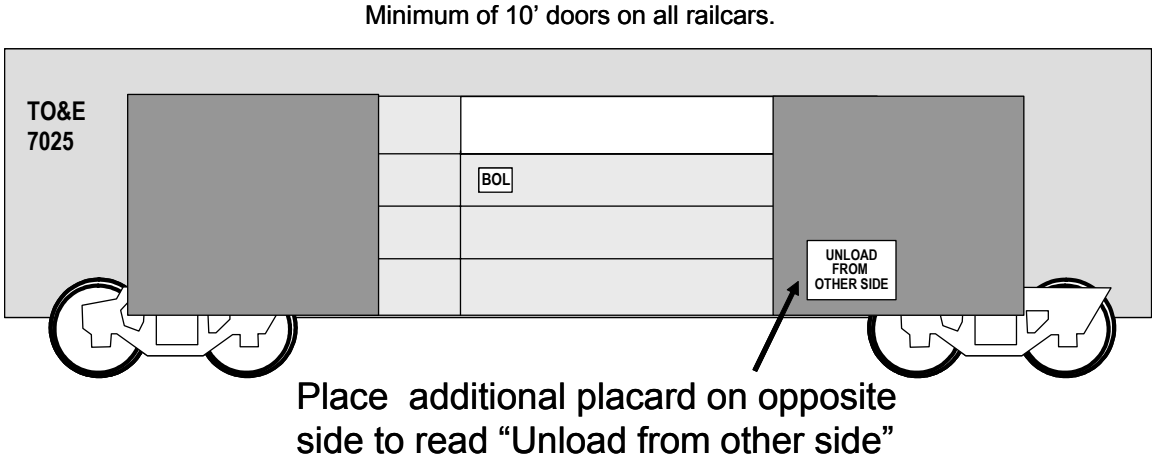
Bales 72" x 31" x 48"



Place **BOL** in plastic sleeve on the last stack of bales loaded onto railcar.

# In Both Doorways, Load Bales to Three (3) High Only

Bales 60" x 31" x 48"



Place **BOL** in plastic sleeve on the last stack of bales loaded onto railcar.