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TITLE:	<b>Loading and Unloading Policy</b>	
Document Type:	<b>Policy</b>	

TO: All Suppliers, Trucking Companies, and Drivers that service Pennsylvania Grain Processing, LLC.

**EFFECTIVE AUGUST 1, 2018**

Pennsylvania Grain Processing will require all drivers hauling bulk dry raw materials and commodities into and out of our facilities to provide:

1. BOL or unloads ticket from prior load hauled in same trailer for outgoing loads
2. **BOL or unload ticket from prior load hauled in same trailer is required for ALL incoming loads, no exceptions**
3. Wash ticket or sweep verification prior to unloading or loading, if required, based on last load hauled (See requirements below)

Pennsylvania Grain Processing also requires each driver to wear a hard hat and safety glasses while on site.

Food, drink and tobacco products are prohibited in the receiving and loading areas.

**Note:**

Farmers solely engaged in picking up their own feed are exempt from this policy. **Farmers are not exempt from providing prior load documentation on incoming loads or the above PPE and prohibited activity requirements.**

This policy is being implemented to ensure that we are receiving and loading safe, unadulterated ingredients. If you are unable to present this information at the time of weigh-in, the driver will be asked to step aside until the information can be provided to Grains Receiving by fax to (814) 765-1939 or email to [briank@pagrain.com](mailto:briank@pagrain.com) or [jordans@pagrain.com](mailto:jordans@pagrain.com). **Failure to comply with this procedure will result in incoming loads being rejected and refusal to load outgoing feed.**

**Wash Ticket Requirements:**

A wash ticket will be required if the previous load hauled meets any of the following requirements. The wash will be a hot water rinse at a minimum. The wash ticket needs to include: header with wash station name, address and phone number, date of wash, trailer number, and driver signature.

1. Products/Commodities containing prohibited material or restricted use proteins as defined in 21 CRF 589.2000 and 589.2001 (see list below)

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2. Medicated Feed
3. Chemicals or Fertilizers
4. Treated Seed

**Sweep Verification Requirements:**

A sweep verification will be required if the previous load hauled meets any of the following requirements. The PGP Sweep Verification form must be completed and signed by the truck driver.

1. Wood
2. Rocks
3. Metal
4. Salt
5. Sand
6. Glass
7. Coal
8. Lime

**Prohibited Materials/Restricted Use Proteins**

*Meat, Animal Liver, Dried Meat Solubles, Meat and Bone Meal, Hydrolyzed Hair, Animal Digest, Dehydrated Garbage, Mechanically Separated Bone Marrow, Fleshings Hydrolysate, Animal By-Product Meal, Meat Meal Tankage, Meat Meal, Hydrolyzed Leather Meal, Dehydrated Food Waste, Unborn Calf Carcasses, Glandular Meal & Extracted Glandular Meal, Meat By-Products, Cooked Bone Marrow, Meat Protein Isolate, Bone Meal-Steamed, Leather Hydrolysate, Bone Meal-Cooked, Stock, Meat & Bone Meal Tankage, Entire Carcass of BSE positive cattle, Brains and spinal cords of cattle 30 months of age and older, Entire Carcass of cattle not inspected and passed for human consumption that are 30 months of age or older from which brains and spinal cords were not effectively removed, Mechanically Separated Beef, Tallow*