**SEMO Port - Doe Run Truck Unloading SOP**

1. **Doe Run employees** will inspect incoming trucks according the TAOC requirements

and complete all applicable documentation on inspections.

1. Before off-loading, **Doe Run employees** will undo tarp straps, roll the tarp and secure tarp handle in a safe position for dumping.
2. **Doe Run employees** will drop and secure swing bows (if equipped) for safe dumping.
3. **Doe Run employees** will undo and secure Wing Nuts safely out of the way for dumping.
4. **Truck Driver** will open air locks and drop the air bags.
5. **Truck Driver** will examine the trailer and make sure that everything on his / her trailer is ready to dump (air locks, air bags, tarp and handle, swing bows, wing nuts). The **Truck Driver** will verbally let **Doe Run employees** know that the truck is ready to dump. If the **Truck Driver** does not specifically state that everything is ready to dump it is the responsibility of the **Doe Run employees** to ask the **Truck Driver** if it is ready, thereby making sure this communication has happened.

**\*Note:** The **Truck Driver** is responsible for his / her own truck. If any **Truck Driver** wishes to perform items 2, 3 or 4 above, that is their choice. **Doe Run employees** are performing items 2, 3 and 4 above in the interest of off-loading trucks in a timely manner, however any **Truck Driver** who wishes to perform items 2, 3 and 4 above have that choice as they are ultimately responsible for their own truck.

1. Once the **Truck Driver** has given his / her verbal OK that the truck is ready to dump **Doe Run employees** will not touch the trailer until after dumping is complete.
2. **Doe Run employees** will make one final observation of the trailer just prior to dumping to insure that everything is OK to dump. If anything is observed that would prevent safe dumping of the load **Doe Run employees** are to stop the **Truck Driver** from dumping. The **Truck Driver** will be required to come back to the back of the trailer to correct whatever is preventing the off-loading from proceeding. **\*Note:** Again, the **Truck Driver**

Is responsible for his / her own truck – **Doe Run employees** will not touch the trailer once the **Truck Driver** has verbally given his / her OK that the load is ready to dump.

1. Once the load has been dumped and the bed cleaned according to TAOC requirements, **Doe Run employees** will move swing bows (if equipped) back in place, roll and secure the tarp, engage air locks back in a closed position, inflate air bags and lock wing nuts back in a closed position. In the interest of safety it is better for **Doe Run** **employees** to perform these functions after dumping and for the **Truck Driver** to remain in the cab.
2. Once the truck has exited the truck bay it is the **Truck Driver’s** responsibility to double-check the tarp and handle, air locks, air bags and wing nuts to make sure everything is secure and ready for travel before leaving the Port property.