WELCOME TO GRAYMONT

Saskatoon Site Orientation
Loading & Unloading • Revised



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Welcome to Graymont – Saskatoon Terminal



Location:
8 km west on Hwy 14,
then 2.5 km south on Range Road 3070
(Farley Rd – 36342)

GPS: 52.1083911, -106.865535
Map:
https://www.google.com/maps?q=52.1083910,-106.865535

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Scaling / Loading / Unloading Instructions



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Scaling In

Required Information

Trailer ID Number

- i.e. 03TRI-07
- 03 – Graymont #
- TRI – first three letters of the carrier's name
- 07 – identification number of the lead trailer
- For shipments with customer managed freight:
- 03CUST-1 , 03CUST-02 , etc… , 03CUST-12

Shipment Number

- An 8 digit number provide to your dispatch by Graymont Customer Service or provided to the customer that has hired you to haul for them.
- i.e. 46701378



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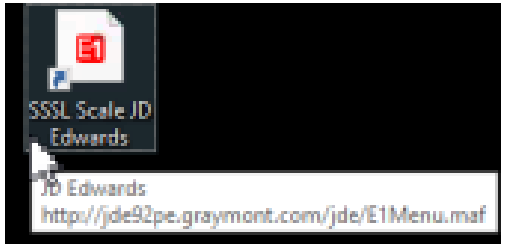
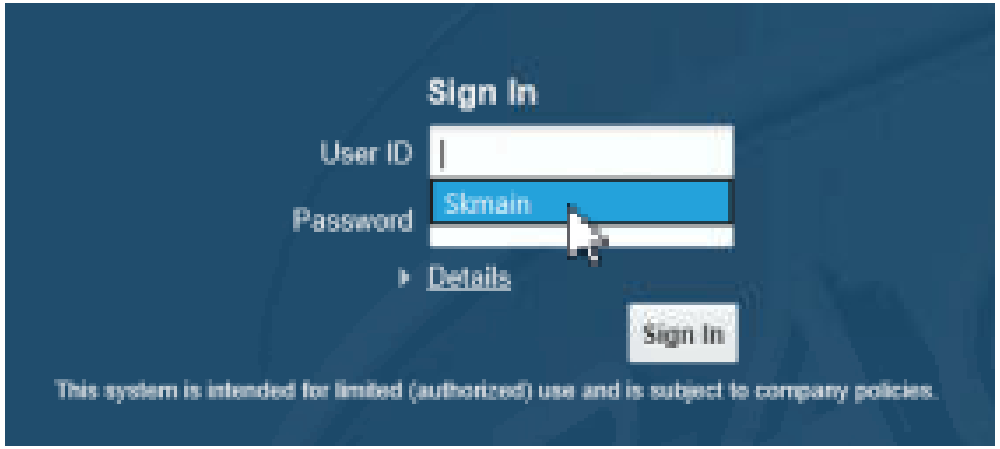
Scaling In - Continues

When you arrive, the Computer may need to be Logged in

- To Log in you will need to open the internet if its not already open
double click the internet icon, the scale website should open by default
- To log in, click inside the User ID to autofill:
- User ID is: skmain
- Password is: skscale
- Click Sign in





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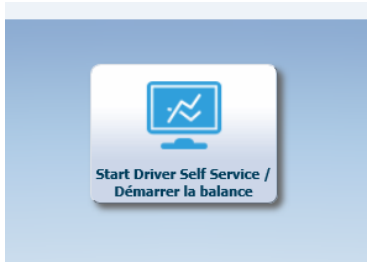
Scaling In - Continues

After the computer has been logged in, there should be this button in the middle of the screen, it's the scale program it's self. Click this button to start the program



- This is the Scale program
- Here you will type in the shipment number / vehicle ID
- Type one in, then click accept
- The system will then ask for the other, type it in and click accept



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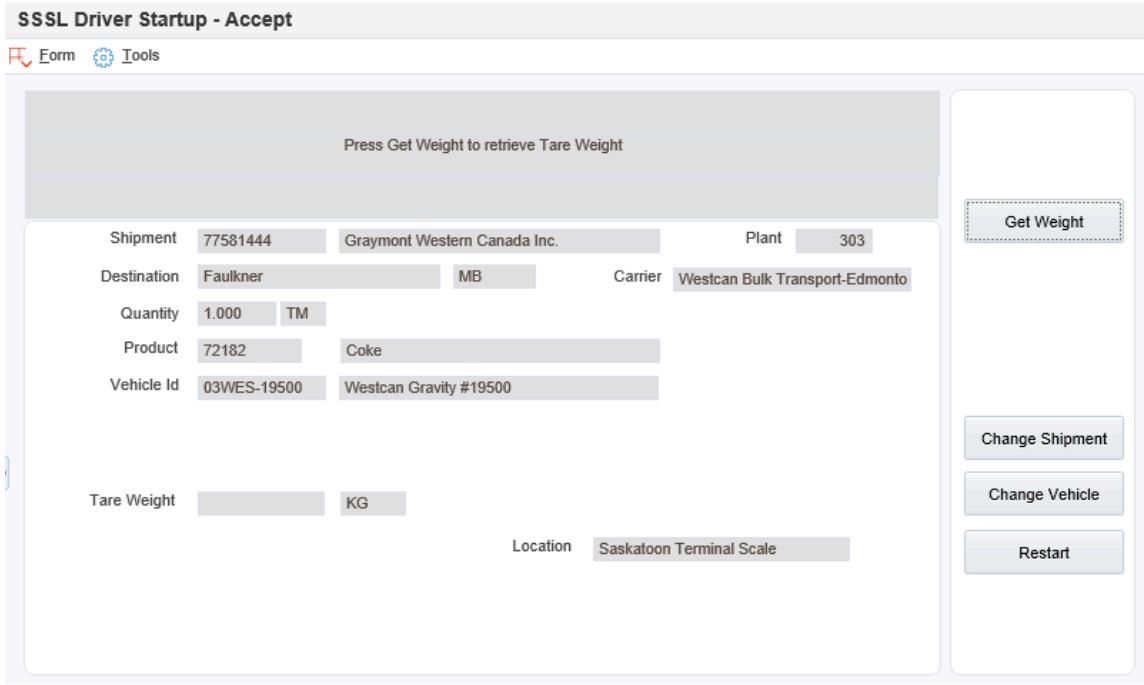
Scaling In - Continues

- Once the shipment number and trailer ID is confirmed you will be on this details screen
- Click Get Weight to record the weight from the scale
- Click accept to save the weight to the shipment.



At this point you are scaled in, You may proceed to go load your shipment.

When you're done loading come back and enter either your shipment number OR trailer ID again. You will be back at this order detail screen. Click Get weight again to get your final weight and click Accept. Your BOL's will now print.

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Scaling – Potential Issues

Sometimes when you try to scale in, something will go wrong

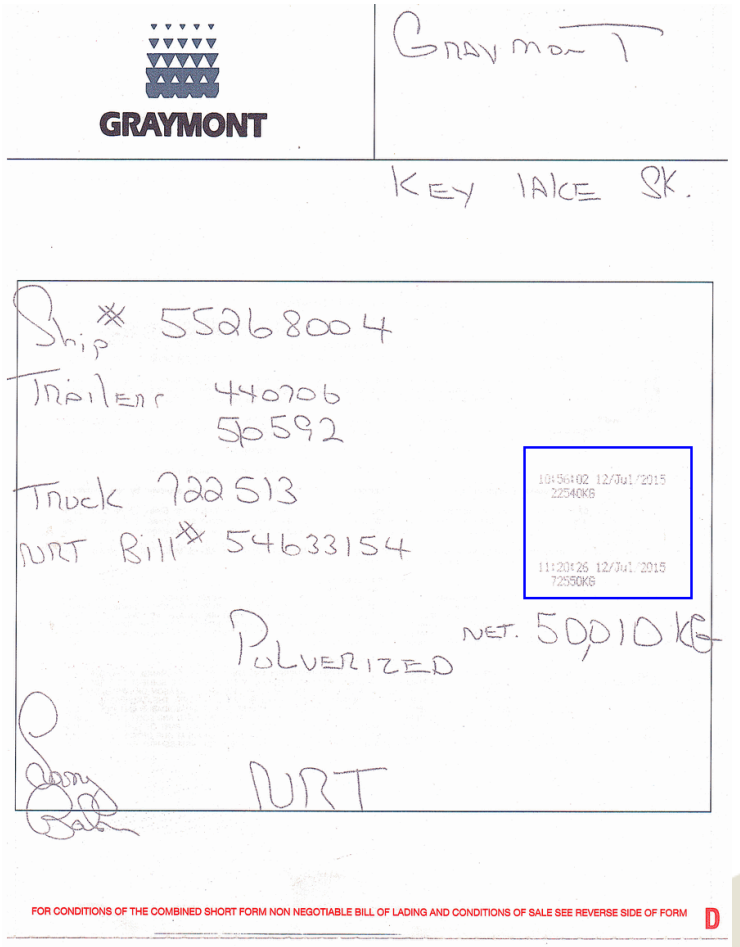
When this happens, you will need to write up a manual bill (aka handwritten ticket)

Manual Bills will need the following:

- Where you're going
- Who's the customer
- Shipment number
- Your trailer number and company
- What product you're loading
- How much you loaded

(tare and gross, not just a net weight)

- Your signature



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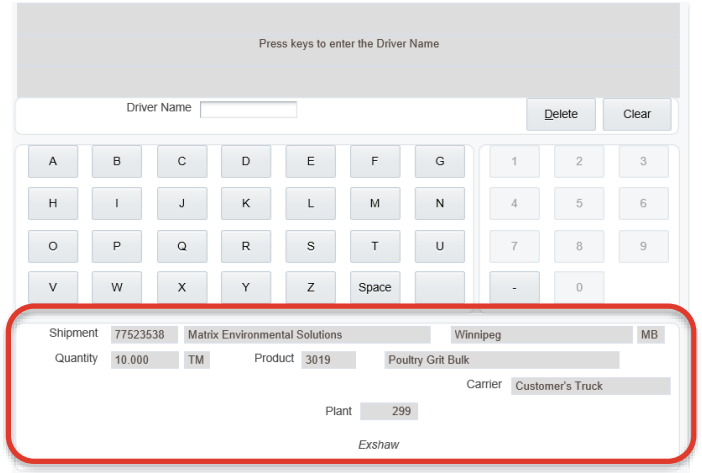
Scaling – Potential Issues Continued

When to use a Handwritten Ticket:

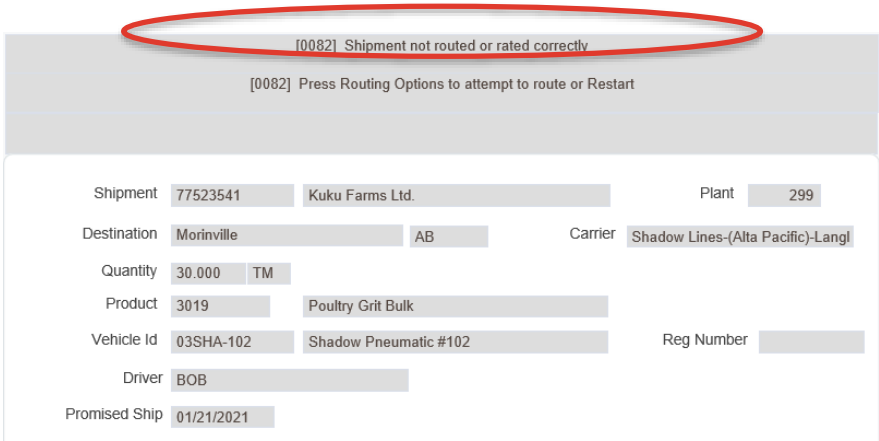
A shipment number is valid if you see this information below the scale in screen when it is entered:

There is a Customer Name, Product, Quantity, and Carrier listed.



If you encounter this error: shipment not routed

Proceed with a hand written ticket



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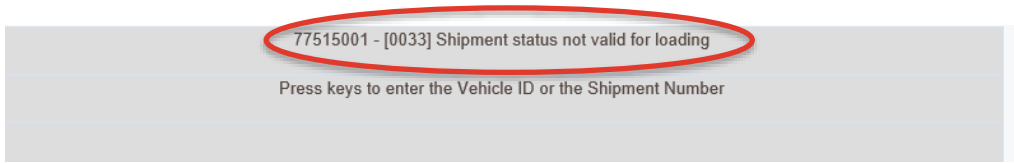
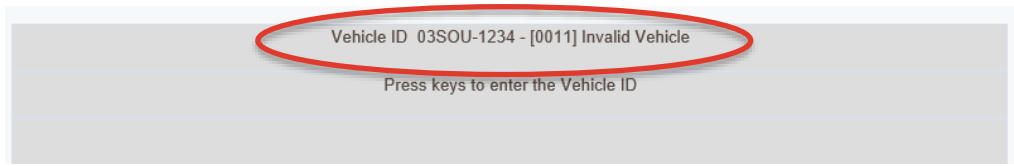
Scaling – Potential Issues Continued

You may also encounter these other errors



In this case, do not proceed with Handwritten Ticket. This Shipment has already been loaded. Call your dispatch for assistance. Let them know the shipment is loaded



This is an issue with the truck I.D. Please use a different truck I.D. from the same carrier. This should not need to do a Handwritten Ticket.

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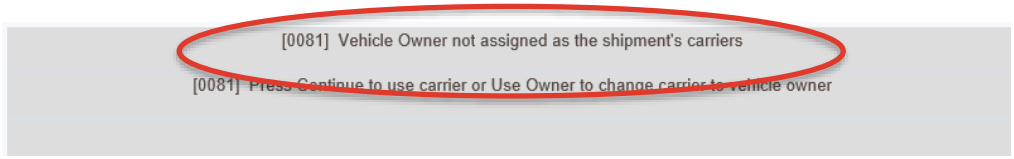
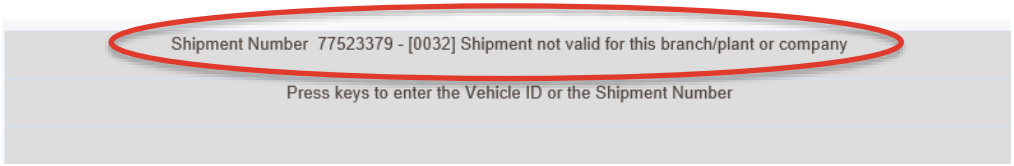
Scaling – Potential Issues Continued

You may also encounter these other errors



Go back to first screen in Scale and look at shipment details. If Carrier is listed as “Customer Truck” please use one of the Customer Truck I.D.s. If the Carrier listed is another company entirely, please call Graymont Customer Service to verify before proceeding with a Handwritten Ticket.



This indicates that the shipment is for a different plant. Do not use a Handwritten Ticket, please call Graymont Customer Service or your dispatch.

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Loading Instructions

1. Enter site and proceed to fall arrest structure to open hatches.
2. Slowly drive truck under the desired silo
3. Enter the pass code for the scale house door or obtain the scale house key from the box on the pillar by the pulverized lime silo
4. Enter the scale house





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Loading Instructions - Continued

5. Scale in using Graymont SSSL Self Scale or weigh in manually if necessary.

6. Turn on the control power switch to operate the loading door access, load spout winches, silo blower and dust collector.

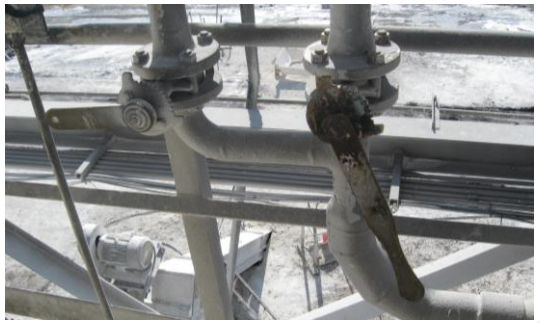
7. Return to loading area and access the lime silo loading platform from the gated stairs under the silos

8. Open silo blower valve to allow silo aeration





Inside scale house



Outside on loading platform

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Loading Instructions - Continued

9. Use the spout winch controls to lower the loading spout
10. Pull the lever to open the loading spout
11. Load product (don't spill! Carriers are required to clean up product they spill) using the scale display at the loading platform
12. Close loading spout with the lever
13. Raise loading spout with spout winch controls





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Loading Instructions - Continued

14. Return to scale house
15. Complete paperwork and leave in the bin titled “delivery receipts”
16. Lock the scale house when leaving
17. Return key to box on pillar.
18. Slowly return to the fall arrest structure or use Graymont approved system to close hatches.
19. Proceed offsite.



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Unloading Instructions



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Unloading Instructions - Continued



1. Enter the site and drive beside the desired silo on the north side (do not unload on the scale)
2. Hook up the proper unloading pipe
3. Enter the pass code for the scale house door or obtain the scale house key from the box on the pillar by the pulverized lime silo
4. Enter the Scale house



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Unloading Instructions - Continued

5. Turn on the control power switch to operate the loading door access, load spout winches, silo blower and dust collector.

6. Return to your truck



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Unloading Instructions - Continued

7. Begin unloading
8. Finish unloading
9. Detach from the unloading pipe
10. Enter the scale house



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Unloading Instructions - Continued

11. Complete paperwork and leave in the bin titled “delivery receipts”
12. Turn off the control power switch to operate the loading door access, load spout winches, silo blower and dust collector.
13. Lock the scale house when leaving
14. Return key to box on pillar
15. Proceed offsite.
16. Scan QR code to acknowledge completion of this orientation (direct link also available)
17. Saskatoon Orientation Acknowledgement – Fill out form





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