

RENWOOD MILLS

Grain Unloading Procedures

Please follow the steps listed below to make unloading as quick and easy as possible once you are under the grain probe.

- 1) Roll your tarp back.
- 2) Give the person probing the truck your vendor name and declare the last load hauled.
- 3) After being probed advance to next truck position as the truck in front of you pulls on the scales.
- 4) When the truck currently occupying scales starts to leave, **pull forward onto scales slowly, stop, and stay in your truck.**
- 5) Look to your right you will see a scale read out and stop light that should be on red.
- 6) When light turns green, start backing up slowly and align front hopper with the pit.
- 7) Open front hopper door enough to fill pit, but do not overflow the top. When done with the front hopper, close hopper door completely. Pull up and unload back hopper and close door completely.
- 8) Sweep any product around the pit into the pit.
- 9) Pull forward onto scales and stay in your truck.
- 10) Light should be red. When light turns green, slowly pull off scales all the way to end of grain silos and come back to get your delivery receipt.
- 11) Delivery receipts are to be initialed for last load hauled and signed. Check your receipt for correct vendor and weights before signing. You will be given a copy and you are done unloading. **Please do not spin wheels in the gravel when leaving.**



Renwood grain unloading rules:

- NO SMOKING ON THE PROPERTY!
- No open toe shoes while unloading.
- No cell phones are to be used at unloading pit.
- Do not leave your truck, get in sleeper, or go to sleep while you are in line to unload.
- Flour tankers have priority. You could be asked to move around so they can load.

Management reserves the right to not allow anyone back on our property to unload if these rules are not followed.

THANK YOU FOR YOUR BUSINESS! WE APPRECIATE YOU FOLLOWING THESE STEPS TO HELP MAKE UNLOADING AT RENWOOD MILLS AS PLEASANT AND FAST AS POSSIBLE.