

## ELEVATOR / PITS:

- Please have your CB radio on **Channel 19**.
- Stay in your assigned lane all the way to the line below the overhead pipe rack. Communicate with each other prior to pulling forward to the gates to determine who is going where.
- Please leave room for trucks to back out of a gate in necessary. Only 1 truck in front of a bay at a time. All other trucks must stay back behind the line below the overhead pipe rack
- Pull up to your assigned bay, if you are at your assigned pit the gate will open. Pull forward and make sure your trailer is positioned over the dump. If you make a mess, please sweep it up!
- If you get to the pits and the gate does not open for you, call the scale house via the smart-talk in front of the gates to the left.
- In the event on an emergency while at the elevator call 402-533-4188 either from the phones by the gates or on your cell.
- Proceed back around bins to the outbound scale to get your outbound ticket. Be sure to stop at the stop sign.
- Scale certificate prints automatically on the scale, lift door to retrieve ticket. For multiple copies, remove first copy and press button to print an extra copy.
- Make sure to check your ticket before leaving Cargill to make sure it is correct. Incorrect tickets called into the office after you leave will be charged a \$25.00 fee to correct.

## EMERGENCIES:

Incase of a medical emergency or property damage notify security at 402-533-4244

## SAFETY:

Safety is the highest priority at Cargill Corn Milling. To ensure a safe business environment, the following restrictions will apply and **could result in citations and termination of your access to dump grain at Cargill:**

- Please observe all plant speed limits and stop signs.
- It is against Cargill policy to crawl on/in or under your trailer while on Cargill property.
- Children (16 years of age or younger) are not permitted out of the truck on Cargill property.
- Smoking and/or the use of alcohol or chewing tobacco is not permitted while on Cargill property.
- Equipment deemed unsafe or in poor mechanical condition will be rejected.
- Firearms, ammunition, weapons or explosives are not allowed on Cargill property.
- Porta potty's are available in 5 areas. It is against policy to urinate anywhere outside designated areas while on Cargill property.
- Acts of physical aggression to employees or other site visitors.

## WEATHER:

In case of a weather emergency a Cargill employee will give you instructions for sheltering, evacuation, etc. via channel 19.

## HELPFUL TIPS:

- Have load information written down on a note pad to insure you are checked in properly. This may also help you keep track of who you are to follow when necessary.
- To avoid scale issues, please wait for the previous driver to completely exit the scale before entering.
- If the scale is not reading correctly due to weather conditions, contact the scale house so we can reset it.
- Use the smart-talk stations to communicate with the appropriate staff member with any concerns.

**Thank you for choosing**

**Please review the following**



## Corn Receiving

### Procedures and Policies

**Blair, NE**

**Cameras are in use in staging, weighing, grading and in the elevator pit areas at all times.**

### Contact Information

Scale House: 402-533-4188  
Grading: 402-533-4243  
Security: 402-533-4244  
Office: 800-228-7038

[Cargillag.com](http://Cargillag.com)

## STAGING ETIQUETTE:

- Please have your CB radio on **Channel 19** until you reach grading.
- Fill current lane before starting a new one.
- If there are multiple lines use your flashers, so the next driver knows who to follow.
- **Stay in your lane.**
- Take notice of the truck ahead of you, so you know when to go forward. If you're unsure who you follow, use CH 19 to communicate to the other drivers
- **Do not pass others drivers stopped to unroll their tarp.**
- When all 4 lanes are full we will convert the outbound lanes to inbound. Please do not block the corner going into the 4 lanes, this prevents trucks from forming a new line as they are available. Please contact the scale house when filling the outbound lanes.
- When all 6 lanes (inbound and outbound) are full the over flow will go into the parking lot, it is imperative you know who you follow.
- When outbound lanes are used for inbound trucks, exit by going straight to the stop sign by the visitors center.

CB Radios are not necessary to get through the facility. We have a way to communicate with you at all stations in the unloading process. Please refer to the Blair corn receiving process on [cargillag.com](http://cargillag.com) for more information.

## CHECK IN:

You must call the office **before** bringing corn for a new customer. **We cannot enter new customers in the system at the scale house.**

Stop at check-in window for each load to tell us your load information. Information must be correct before leaving window.

### You must know:

- Who you are hauling for (and how to spell their name, town, phone number, etc.)
- Is it a contract or spot load
- Is it a split load, if so it must be in the system prior to coming to Cargill, we cannot enter new splits in the system at the scale house.
- **Verify all information on the display board is correct before preceding to the scale.** Incorrect tickets called into the office after you leave will be charged a \$25.00 fee to correct.

## SCALES:

To avoid scale issues, wait for the previous driver to completely exit the scale before entering.

- YELLOW light indicates scale is ready to take your weight.
- RED light indicates your weight has not been taken, contact operator via Smart-Talk.
- When you receive a "GREEN arrow" you can exit the scale.
- If you do not receive a "green arrow" do NOT LEAVE the scale, contact the scale house via Smart-Talk to verify your weight was taken.

## GRADING:

Please have your CB radio on the corresponding channel at the probes.

### Inside Probe Channel 21 Outside Probe Channel 25

Trucks with partial loads, trucks with pups and straight trucks please use the inside probe.

- Please stop promptly when the red light turns on.
- Wait for your load to be probed and the traffic signal light turned off. You will receive a **green light indicating what display board to proceed too.**

### 1 - Left, 2 - Middle, 3 - Right.

- At the probes if the graders need to talk to you they can call on the mega-phone at each probe. If you have a working CB you can communicate with the inside probe on CH 21 and the outside probe on CH 25.
- At display boards, Stop to receive GRADES, LANE and PIT ASSIGNMENT. **Verify grades, if there are questions, contact operator via Smart-Talk** before proceeding.
- After verifying lane and pit assignment, pull forward to the correct lane, stopping at all stop signs. Pay close attention, these change at any time during the day.
- If your load gets rejected you must pull forward and turn around in front of the stop sign. Make sure and look for other vehicles before turning around. **You will not weigh out when your load is rejected**, use the gate on the east side of the outbound scale to exit. Contact the scale house to open the gate if necessary. You will receive your ticket at the scale house.