LOADING AND UNLOADING

Responsibilities for compliance with the provisions for loading, storage, and transportation of hazardous materials generally lie with the carrier. The driver/dock worker must ensure that all HazMat has been loaded properly and secured against movement within the trailer. Tying, strapping, blocking, bracing or the use of dunnage must be accomplished to provide protective securement of HazMat cargo.

Loading hazardous materials must be done carefully, taking all applicable safety precautions to ensure compliance and to protect against incidental releases of the hazardous materials.

Some initial points to observe are:
- Containers marked with orientation arrows must remain upright during loading operations.
- NO SMOKING when loading or unloading any class of hazardous materials.
- Set trailer/truck parking brakes and chock wheels during loading and unloading operations.
- Do not use tools, which are likely to damage packaging when loading or unloading.

General Loading Rules

1. The trailer floor and walls must be examined by the loader for any protruding nails, holes or other hazards prior to loading.
2. HazMats must be loaded in a manner that will not allow other freight to fall on or otherwise damage the hazardous materials.
3. All hazardous materials must be secured against movement within the trailer. The use of dunnage, blocking, tying, or other bracing will provide the necessary means of securing freight to eliminate any shifting during transportation.
4. Cylinders shall be securely lashed in an upright position, loaded into racks, or loaded in a horizontal position. All valves and fittings should be protected from any damage incidental to loading, unloading or transportation.
5. HazMat should be loaded on top of cardboard to prevent shifting and minimize any spill.
6. HazMat should be shipped in containers that are in good general condition and are not leaking, damaged, or capable of leaking.
7. Hazardous materials should be placed on the rear of the trailer to allow for easy access, identification and removal if necessary.
8. Proper placards must be affixed to the trailer when HazMat is placed on board, and removed as soon as the HazMat is removed.
9. HazMats must be loaded in accordance with proper segregation and separation rules. (Refer to the Hazardous Materials Loading and Storage Compatibility Guide)

Consult your CFL Loading and Storage Guide for detailed compatibility rules.
SAFETY AND EMERGENCY RESPONSE

From a hazardous material standpoint, an “emergency” is any incident, accident, or release of a material (known or unknown) that poses or is likely to pose a threat to the health and safety of humans or the environment.
The DOT defines a “Hazardous Material” as a substance or material which is ...”capable of posing an unreasonable risk to health, safety, and property when transported in commerce...” For this reason, all HazMat employees must know the proper actions to take in the event of a hazardous material spill.

A Hazardous Material Spill is an event, which results in an unintentional release of a hazardous material. This may be a leak, rupture, torn bag, poor seal, etc.

Emergency Response Actions for Employees

1. In the event of an incident involving hazardous materials you must immediately inform your supervisor. If away from the terminal, at a customer location or enroute, you must contact your dispatcher / supervisor by telephone or mobile radio. A safety department representative or company manager will assist you in resolving the spill.

2. Determine, to the best of your ability, what is leaking, how much is leaking, and the possible cause of leakage. Do not place yourself in any jeopardy to gather this information!

3. Stay clear of the spill and assume that the material is hazardous until you know otherwise. Never walk through the spilled material or come into contact with it. Stand up wind and avoid inhaling any fumes, smoke, or vapors.

4. Provide your dispatcher / supervisor the emergency response telephone number(s) listed on the paperwork accompanying the shipment(s) of hazardous materials involved in the incident. Your supervisor will contact the 24-hour response telephone number listed on the shipping paper(s) to request guidance regarding the involved product and to seek a faxed copy of the appropriate MSDS.

5. To obtain necessary response information and guidance, secure a copy of the Emergency Response Guidebook (ERG) that is maintained in the cab of your vehicle or in the dock office at each CFL terminal facility.

6. If severe leakage or possible exposure to hazards (such as fire) exists, you should immediately, if you can do so safely and without exposing yourself to imminent danger, dolly down the trailer and uncouple the power unit from the trailer in an attempt to save the tractor from exposure.
7. Secure copies of all shipping paperwork (bills of lading, freight bills, cargo manifests, etc.) accompanying the hazmat shipment(s) during transportation and be prepared to provide information from the paperwork to your supervisor and to responders who may arrive to assist at the scene. The shipping papers provide vital information regarding the type of materials involved in the incident.

8. Protect the scene by alerting people nearby of the possible dangers associated with a hazmat incident. Do not allow unauthorized persons to enter the scene.

9. If possible attempt to dam the material (at a safe distance) to prevent any possible run-off from contaminating additional ground surfaces or water supplies such as creeks, drains, ditches, etc. Only attempt to divert if you can do so safely and without exposing yourself to danger.

10. Provide any assistance or information that would be helpful to first responders and professional emergency response personnel. Otherwise, please stand clear at a safe distance and allow the trained professionals to handle the scene.

Emergency Response Actions for Supervisors

1. Ensure that the shipping papers are secured in order to access information regarding the type of materials involved in the incident. The shipping papers provide vital information about the cargo involved.

2. Immediately obtain all pertinent information regarding the hazmat incident. This will include:
   - Type of incident (release, collision, exposures, etc.)
   - Severity of conditions on scene
   - Location of incident and possible exposures
   - Full identification of all products involved
   - Emergency response telephone number from accompanying paperwork
   - Secure a copy of the Emergency Response Guidebook (ERG) for reference and guidance
   - Secure your list of emergency phone numbers for immediate use.

3. Notify representatives of the CFL Corporate Safety Department immediately.

4. Notify the shipper representative by contacting the emergency response telephone number listed on the paperwork that accompanies the hazmat shipment in transit. Secure copies of MSDS from the hazmat product manufacturer or shipper.

5. Notify local authorities (police, fire department, environmental agencies, emergency responders, etc.) as directed by instructions on the shipping papers or by the CFL Safety Department.

6. Seek information from the scene that will enable you to determine, as best you can, what is leaking, how much is leaking, and the possible cause of leakage. Ensure that your employees do not place themselves in any jeopardy to gather this information!
7. Inform your employees to stay clear of the spill and to assume that the material is hazardous until you know otherwise. Remind your employees to never walk through the spilled material or come into contact with it. Have them position themselves up wind to avoid inhaling any fumes, smoke, or vapors.

8. Determine the potential dangers and exposures to people, property and the environment. Instruct those employees on scene to protect the scene by alerting anyone nearby of the possibility of a hazmat spill and to not allow any unauthorized person to enter the scene.

9. If possible, ask your employees to attempt to dam the material (at a safe distance) to prevent the run-off from contaminating any water supplies (creeks, drains, ditches, etc.). Only attempt to divert if it can be done safely!

10. Contact a professional hazmat emergency response company to perform the immediate protective response, clean up and disposal of any waste materials and contaminated soils, the restoration of the spill sight and the reporting to appropriate governmental agencies as required.

11. Ensure that a CFL E-mail Hazmat Incident Report is generated.
EMERGENCY RESPONSE GUIDEBOOKS

The DOT's Emergency Response Guidebook, which is reprinted every 3 years, is designed to provide assistance in making the initial decisions upon the discovery of a HazMat spill.

BECOME FAMILIAR WITH THE EMERGENCY RESPONSE GUIDEBOOK BEFORE YOU ACTUALLY NEED TO USE IT DURING AN EMERGENCY!

The pages of the ERG are color coded to assist you in quickly finding the information needed regarding the hazardous material. The following description explains the color-coded pages.

**YELLOW PAGES**
allow you to find the chemical by the UN NUMBER. You will then be referred to the GUIDE NUMBER page that provides a description of potential hazards of the material. This is the easiest method of finding information.

**BLUE PAGES**
allow you to find the chemical by the CHEMICAL NAME. You will then be referred to the GUIDE NUMBER page that provides a description of the potential hazards of the material. This is a more difficult method due to the complex names given to some chemicals.

**ORANGE PAGES**
provide all the necessary information to understand the potential hazards, public safety, emergency response and first aid information of the chemical.

**GREEN PAGES**
offer additional evaluation information. If you look up a chemical in the Yellow or Blue pages and find that it is "highlighted" this means that additional evacuation or distance is required. You should then find the Chemical by the UN number in the green pages and follow the instructions listed.

REMEMBER!

- CALL FOR HELP
- READ THE ENTIRE PAGE OF THE ERG BEFORE INITIATING ANY ACTION
- DO NOT ATTEMPT TO TAKE ANY ACTION BEYOND YOUR LEVEL OF TRAINING. KNOW AND RESPECT WHAT YOU ARE CAPABLE OF SAFELY DOING
- BE PART OF THE SOLUTION, NOT THE PROBLEM
- IF NECESSARY, ADVISE EMERGENCY PERSONNEL TO CALL CHEMTREC AT 1-800-424-9300 FOR ASSISTANCE IN HANDLING THE SITUATION
**DRIVING RULES**

**FOR PLACARDED VEHICLES**

- **Attendance and surveillance of placarded vehicle.** Driver must be within 100 feet of vehicle and have an unobstructed view of the vehicle, unless performing necessary driver duties.

- **Parking.** Must not be parked within 5 feet of the traveled portion of the street or highway.

- **Fires.** Must not operate vehicle near an open fire. Cannot park within 300 feet of an open fire.

- **Smoking.** No person may smoke within 25 feet of a hazardous material (rule includes cab interior).

- **Fueling.** Engine must be shut off, and individual must be in control of the fueling process at the dispensing nozzle.

- **Tires.** Must be checked at beginning of each trip, at the end of each trip and each time the vehicle is parked.

- **Shipping Papers and ERGs.** Must be accessible at all times; HazMat shipping papers must be placed on top of all other paperwork or distinctively tabbed; kept within arm's reach while driver is at the vehicle controls, and in the driver's seat or the driver's side door pouch when driver is out of cab.

- **Emergency Equipment.** Each CFL vehicle must have one 10 B:C fire extinguisher and three bi-directional reflective emergency triangles.

- **Routing.** Operate the vehicle over routes that do not go through or near heavily populated areas unless absolutely necessary.

- **Railroad Crossings.** Placarded vehicles must stop before crossing all railroad track crossings. Stop within 50 feet and not closer than 15 feet of the nearest track with any vehicle displaying placards. Listen and look in both directions prior to crossing. Do not stop on railroad tracks. Do not shift the transmission while crossing railroad tracks. The DOT has recently applied strict punishment and fines for failing to follow railroad-crossing procedures when carrying hazardous materials.

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Refer to 49 CFR part 397 for specific requirements for drivers transporting hazardous materials.
HAZARDOUS MATERIALS TRANSPORTATION 
SECURITY AWARENESS (HAZMAT-232)

The United States Department of Transportation, Research and Special Programs 
Administration (RSPA), has published final rule (HAZMAT-232) regarding hazardous 
material security. The rule implements security requirements for the transportation of 
hazardous materials. It requires shippers and transporters of hazardous materials to develop 
and implement written security plans. Another element of the rule requires HazMat employers 
to provide their employees with HazMat security awareness training.

Central Freight Lines, Inc. (Central) is committed to the safe and secure handling and 
transporting of hazardous material products. Central is also committed to ensuring the 
physical safety of all HazMat employees and to eliminating hazardous materials cargo theft 
opportunities.

HAZMAT-232 Objective: The objective of this plan is to ensure the safety of our hazardous 
material employees and the security and integrity of hazardous material products from the 
point of origin to the final destination.

Scope of HAZMAT-232: Central's written Hazardous Materials Security Plan will address 
the three basic elements of personal security, unauthorized access, and en route security.

PERSONNEL SECURITY

Security Training: Through this HAZMAT-232 education program, Central will provide its 
employees with the required HazMat security training. All HazMat employees will be trained 
in, and are expected to be familiar with, the company’s security plan and procedures.

Suspicious Activity: All employees are expected to understand and adhere to the suspicious 
activity reporting procedures outlined below. These procedures are intended for all employees 
to follow in the event of any unusual or suspicious activity. This activity might pose as a 
threat to the safety of our employees and the security of our equipment, facilities, or hazardous 
materials cargo.

Employer Responsibility Statement: Central will provide a work environment that is 
reasonably free of hazards and threats of violence which may cause damage to property or 
harm to individuals. It is also our intent to maintain an effective safety and security program 
which incorporates educational and monitoring procedures. All terminal managers and 
department heads are responsible for ensuring that their employees are trained in appropriate 
security and suspicious activity reporting procedures.
Employee Responsibility Statement: All employees have a responsibility to themselves, to their coworkers, to Central Freight Lines, Inc., to our customers and to the general public to observe and report any suspicious or unusual activity that could threaten the safety and/or security of Central employees, Central facilities, Central equipment and HazMat cargo.

Reporting Procedures: Employees are expected to use common sense and good judgement when assessing the threat potential of any suspicious activity. Depending on the given situation, employees will be expected to immediately report any observed suspicious activity to their dispatcher, supervisor or terminal manager.

Central Freight Lines, Inc. defines suspicious activity to include (but not limited to) any of the following situations:

- Unidentified person(s) attempting to gain access to property, equipment, or facilities.
- Unidentified person(s) in any area of the terminal, office, yard, parking lot, dock, shop, warehouse, etc.
- An employee, unescorted vendor, or customer visiting a part of the office for unknown reasons.
- Any unescorted or unaccompanied visitor anywhere in the terminal or wandering around the yard.
- Any person (employee or otherwise) who appears to be hiding something or is acting nervous, anxious, or secretive.
- Any employee or visitor making unusual or repeated requests for sensitive or important documents or information.
- Any person asking an employee to make an unauthorized movement (pick-up and delivery) for cash.
- Any person claiming to be a representative of a utility company (gas, water, electric) but cannot produce valid company identification.
- Any person carrying a weapon.
- After hours, any vehicle driving by a terminal with its lights off.
- Any occupied vehicle parked outside a terminal - especially if the vehicle has been sitting for a long time.

The above list is meant to provide examples of possible suspicious activities. The list is not all inclusive. If a suspicious activity is identified, the next step is to take immediate action. Employees not only need to be able to identify suspicious activity, they also need to know what actions to take. Notify your supervisor immediately.

Additional considerations regarding suspicious activities or threatening behavior within the workplace include the following list.

- Disgruntled employees, who choose to use HazMat as a means to seek revenge against the company and/or some coworkers, may first be exhibiting odd behavior, abusive conduct, threatening words or acts.
• A saboteur could be a person who has infiltrated the workplace to gain trust. The individual may have the appearance of an average worker but has an underlying motive and premeditated agenda to produce harm.

• Today’s automated systems enable clever reproductions and creations of false/forged documents such as employee identification badges, driver’s licenses, social security cards, passports, company billing paperwork, etc., to enable the individual to gain access to a company and to supplies of HazMat on premises.

• Forged bills of lading can be created for the purpose of directing shipments of HazMat to a phony customer.

• Hackers with terrorist motives could possibly gain access to an electronic data system and direct complete loads of HazMat to a phony address.

• Terrorist groups can infiltrate U.S. businesses by obtaining full-time or part-time jobs to gain access to sensitive materials, HazMat or other target items of strategic considerations.

Remember to be observant and be aware of persons in the workplace, especially those who do not belong there or those who do belong there but are committing threatening or suspicious acts. Take immediate action. Report any person who presents a possible threat. Report the suspicious conduct of strangers for sure, but also report coworkers who, for whatever reason, appear to want to inflict harm on themselves and/or others.

Each employee must maintain an awareness of possibilities for acts that threaten the safety and security of the workplace. This vigilance must be increased during times that involve national security and a heightened state of alert.

**Driving Qualifications and Hiring Standards:** Central’s driver qualifications and hiring procedures shall be in compliance with all applicable state and federal regulations, and shall meet the safety and security standards of each.

**Background Investigation:** Criminal background checks shall be completed on all applicants seeking job placement as an employee or contractor. The criminal background investigation shall be completed with regard to convictions of misdemeanors and felonies.

Additional background investigations will include those required by company policy and the U.S. DOT FMCSA regulations.

• Verification of previous employment
• Verification of personal references
• Examination of all gaps in employment dates
• Investigation of frequent job changes
- Investigation of frequent or multi changes in residence addresses
- Maintenance of photo records for each employee
- Random background checks on current employees.

ACCESS & INSPECTIONS

External Partnerships: Central has established a professional working relationship with local law enforcement officials, emergency responders, and other public safety and security agencies. These partnerships will include the sharing of information regarding Central’s operations, work processes, and hazardous materials stored on site or being transported. We shall provide basic information regarding any HazMat in use, storage locations, HazMat in transit and potential threats to persons, property or to any government agencies.

Local law enforcement officials, emergency responders, and other public safety and security agencies will be periodically contacted to discuss and evaluate potential security risks, vulnerabilities, and the continued development or enforcement of our current security program.

All suspicious activities or apparent criminal acts affecting the safety or security of Central’s interests shall be reported immediately to appropriate Central personnel and to the proper law enforcement agencies. In addition, a detailed E-mail report shall be made of any security-related incident by the manager of the facility involved.

A complete listing of emergency telephone numbers shall be posted. This list shall include the numbers for the local police, the local fire department, regional and state police offices, the FBI, Terminal Manager, Central Corporate Safety and the 24-hour attended telephone number of Central Dispatch.

Security Inspections: Central Freight Lines, Inc. is committed to providing its employees with a safe and secure work environment. Adequate security measures will be provided to enhance the safety of our employees, our equipment, our facilities, hazardous materials in transit and on premises, and of the general public. The following security guidelines cover security issues related to external and internal security inspection procedures.

Fences, Gates, and Exterior Doors: At terminals where perimeter fencing is in place, management personnel will be responsible for a weekly inspection of the fence and associated gate(s).

At a minimum, all perimeter fencing shall meet the following specifications:
- Fencing shall be of appropriate height to provide adequate security, securely anchored, and in compliance with local codes and ordinances, to maximize security and protection of the premises.
- A chain-link fence shall be at least nine-gauge or heavier, with openings no larger than two inches.
• The barrier should be hard to climb over or penetrate, and all fencing shall be installed in such a way that no gaps are left between the fencing and the areas where it connects to any building.
• An adequate clearing on both sides of the barrier shall be maintained. Eliminate unnecessary gates or doors in the fencing, or secure them tightly.
• Broken fences, walls, and other barriers shall be repaired immediately.
• The physical barriers (fences, concrete barriers, etc.) shall be strong enough to help prevent vehicle theft.
• Ladders or long objects must not be stored in plain view. The ladder could be used to scale a fence or enter a building.
• Any unusual or suspicious damage to fencing or gates must be reported to the terminal manager and repair must be completed immediately.
• Fence lines shall be clear of debris or other objects (such as trees, pallets, or skids) that could be used to allow entry over the fence.
• All exterior, secondary doors of the terminal that open to the outside of the fenced perimeter shall remain locked at all times. All such doors are not to be used as main entrances or exits, and should be marked accordingly.

Terminal Security Signs: Security/warning signs shall be posted at entryway gates and on terminal docks to limit access to visitors. All signs used for safety or security purposes shall be conspicuously posted, clearly readable, and easily understood.

Exterior Security Lighting: Facility exteriors, grounds, and parking lots shall be well-lighted by automatic security lighting devices which may include:
• Dusk-to-dawn lighting
• Motion sensing/detecting floodlights
• Automatic timer activated exterior lighting

Exterior security lighting shall be directed downward and away from buildings. This will help prevent glare and will ensure the grounds are visible from inside the terminal. In addition:
• Perimeter lighting shall be adjusted so that all doors are well lighted.
• Exterior security lighting shall be controlled by an automatic on/off mechanism. This will help prevent human error and will ensure that the lighting is activated every time.
• All exterior lighting shall be secured in vandal and weather resistant housing.

Exterior security lighting shall be as sufficient as to illuminate the entire building exterior and surrounding grounds and to permit easy detection of any unauthorized intruder or trespasser.

Doors, Windows, and Entryways: Exterior doors, windows, and other entryways shall be inspected and maintained according to the following procedures.
• All exterior doors shall be secured with lock mechanisms or pad locks.
- All exterior door locks shall be keyed in a manner to reduce duplicate access. When possible, no one key shall open more than one exterior door.

- All exterior windows shall be secured with locking devices that can deter efforts to pry or force the window.

HAZARDOUS MATERIALS STORAGE SECURITY

All hazardous materials being either used or temporarily stored at the terminal should be stored in a locked and secured area with limited and controlled access. All trailers that are storing hazardous materials should be locked at all times with a heavy-duty padlock.

Inventories of all hazardous materials on site must be conducted periodically. Any shortages or discrepancies discovered shall be investigated and reconciled or reported immediately.

Visitor, Vendors, and Suppliers Security: All visitors, customers, and vendors shall be directed to park in the designated area for visitor parking only.

Vendors and other truck drivers needing to make deliveries or pick-ups shall be escorted to the appropriate pick-up/delivery area by the responsible Central personnel. Once the pick-up or delivery has been completed, the vendor/truck driver shall be escorted out of the terminal. At no time shall any visitor, vendor, customer or truck driver be left unaccompanied.

Main Entrance Guidelines: A single point of entry shall be designated for all general visitors and customers at the terminal.

General visitors and customers are not allowed past the terminal entryway unless escorted by a Central employee. And even then, no customer, visitor or vendor is to be allowed on the terminal grounds, in buildings or on the dock without expressed approval by the terminal manager. At no time shall a visitor, vendor or a customer be left unaccompanied or unescorted in the terminal facility. Once the work/visit has been completed, the visitor shall be escorted out of the terminal.

Employee and Visitor Parking: Employees and visitors shall park only in areas specifically designated for Employee/Visitor Parking. Unauthorized parking near or in the area immediately adjacent to a loading/unloading dock or platform is strictly prohibited.

Each Central terminal manager shall be responsible for ensuring that employee parking areas, the terminal and the terminal grounds are adequately lighted, safe, and secure.

Loitering on Company Property: Central Freight Lines, Inc. has adopted a no-loitering policy. Loitering in the terminal and/or on company grounds by any person(s) is prohibited.

EN ROUTE SECURITY

Terminal Management's Oversight of HazMat Loads: It shall be the responsibility of each Central dock load-out supervisor to complete an inspection of each HazMat shipment loaded
for departure. The terminal supervisor must ensure that the shipment of HazMat cargo is protectively loaded, blocked, braced and secured for transit. He/she must also verify the correctness of packaging, content identification, labeling and placarding. The supervisor will then sign a verification slip confirming that the inspection was completed.

Each Central driver shall be assigned a heavy-duty padlock or bolt seal to secure the vehicle’s cargo compartment. Every delivery vehicle’s cargo compartment should be locked/sealed while parked or while in transit.

**Point-of-Origin Driver Security Procedures:** Upon arrival at the customer’s location and the point-of-origin for the HazMat cargo, all drivers shall check in with the responsible persons to notify them of arrival and to provide adequate identification.

At the designated loading location, the driver shall secure the vehicle, lock the cab and attend the loading process. Company vehicles will not be left unattended until the driver is confident the vehicle is properly locked and secured.

When all loading activity has been completed, drivers are responsible for making sure all cargo is secure and for checking the bill of lading or delivery manifest to ensure the cargo description and count are accurate. Once drivers are satisfied that the cargo matches the shipping papers, they shall close the trailer doors, lock the trailer with a heavy-duty padlock and have the shipping papers signed by the responsible shipper before leaving.

If a discrepancy is found between the cargo and the bill of lading or shipper manifest, the driver shall notify the shipper immediately.

**HazMat En Route Security Procedures:** Drivers, together with their supervisors, shall prepare and execute trip plans for all hazardous material movements. These trip plans shall include:

1. Routing schedules that avoid highly populated areas, bridges, and tunnels when possible.
2. Fueling and break locations (including approximate dates and times for same).
3. Dates and times of regular/routine check-in calls to the dispatcher.
4. Estimated times of arrival to stop-offs and to final destination.

These trip plans shall also include potential alternate routes and acceptable deviations.

When possible, Central will make every effort to arrange hazardous materials delivery schedules that minimize in-transit time. This means that attempts will be made to complete hazardous material deliveries among the driver’s first stops.

While in transit, drivers must refrain from discussing information related to their load, route, or delivery schedule with anyone other than authorized company officials.

Drivers must report any suspicious activity (including load-related inquiries from strangers) to their supervisors immediately.
Drivers are expected to take all reasonable and responsible precautions to prevent damage to company vehicles and theft of hazardous materials while in transit.

For personal protection, safety, and the security of the cargo, drivers transporting HazMat are expected to park in safe, well-lighted, designated truck-parking locations (such as reputable truck stops or major rest areas). When possible, a trailer loaded with hazardous materials should be parked with the rear against another trailer, a wall, fence, or other stationary object to enhance cargo security.

In all cases, drivers are required to inspect their tractor and trailer for evidence of tampering after each stop.

Drivers shall keep their doors closed and locked at all times while in transit—especially during all time spent in urban areas, and parked at rest areas or truck stops.

Drivers transporting HazMat are prohibited from taking their equipment off their assigned route, to their home, through heavily populated areas, and from parking in any unsecured area.

Drivers are expected to maintain regular communications with their dispatcher or supervisor while in transit. Any incident of drivers failing to check in when required shall be assumed by the company to be suspicious and highly irregular. Immediate action shall be taken in such situations. These actions should include notifying local authorities. Drivers are expected to fully understand this procedure and make every effort to maintain regular contact and communication with the appropriate Central personnel.

**Hijack or Cargo Theft Guidelines:** Drivers who fall victim to vehicle hijackers or cargo thieves are instructed to notify the police and their supervisor as soon as possible.

In the event of an attempted vehicle hijacking or cargo theft situation while the vehicle is in transit, Central has adopted a NO-STOP policy. Drivers who believe a vehicle hijacking is, or may be, in progress are instructed to keep the vehicle moving safely and as responsibly as possible until the attempt has ceased and/or the authorities have been notified. However, in any hijack situation, drivers should use their own good judgment (whether to stop or keep moving) based on the degree to which they feel their personal safety is at risk.

Drivers are strictly prohibited from picking up and transporting any unauthorized person.

**Stop-Off/Destination Security Procedures:** Upon arrival at a stop-off or the destination, drivers shall check in with the responsible receiving person(s) to provide notification of arrival.

No company vehicle shall be left unattended until the driver is satisfied that the vehicle is locked and secured. In addition, the cargo compartment must be locked or bolt sealed.

Drivers shall attend/complete the unloading process. In the event of cargo damage, overage,
shortage, or any other discrepancy, drivers shall contact their supervisor immediately for instructions on how to handle the situation.

After the unloading process has been completed, the driver shall get the appropriate paperwork signed by the responsible receiving employee, then contact a dispatcher or supervisor to advise that the delivery has been completed.

In Conclusion: Each employee is the key to adequate security in the workplace by having opportunities to observe the conduct and behavior of others and to witness any unusual or suspicious occurrences within the workplace.

All employees can offer protection to themselves, their fellow workers and the company by taking immediate action to report suspicious acts or conditions. BE VIGILANT. Your awareness and response not only protects your work area and your company, but also your community and your country.

ANTI-TERRORISM TIPS FOR HAZMAT DRIVERS

The Federal Motor Carrier Safety Administration (FMCSA) recommends HazMat drivers take the following steps to help prevent terrorist attacks.

DRIVING ON THE ROAD:

- Stay alert when driving. Look for vehicles following you, especially if there are three or more people in the car. If you believe you are being followed, call your dispatcher or 911 immediately.

- When leaving your terminal, be aware of any possible surveillance of your facility or your truck.

- Don’t discuss your cargo, destination, or trip specifics with people you don’t know or on CB radio channels.

- When stopped at a traffic light or in traffic, be aware of anyone approaching your vehicle.

- Make sure you have communication devices to contact your dispatcher and emergency officials. Carry a back-up if possible.

STOPPING AT FACILITIES:

- Leave your truck in a secure parking lot or truck stop if possible; if not, be certain someone can watch your vehicle.

- Never leave your vehicle running with the keys in it; shut off the engine, park the unit and lock the doors.

- If possible, don’t stop in unsafe or high-crime areas.
- Use seals or other methods to prevent and identify tampering.

- Don't pre-load hazardous materials shipments without adequate security.

PROTECTING YOUR VEHICLE:

- Use an engine kill switch if available.

- Use tractor and trailer brake locking devices.

- Check your electronics tracking system (if equipped) regularly and notify your dispatcher when it is not working or when tampering may have occurred.

- If you drop a trailer, use a fifth wheel lock whenever possible.

- Perform a quick walk-around to check your vehicle for foreign objects after all stops.

HIGHWAY WATCH PROGRAM (HWW)

Additional information and guidance in transportation security is provided through the Highway Watch Program which is a nationwide safety, security and anti-terrorism effort for the American transportation industry. The Highway Watch Program is funded by the U.S. Department of Homeland Security (DHS) and is administered by the American Trucking Associations, Inc. (ATA). Your participation and involvement in this program is strongly encouraged.
GLOSSARY

BULK CONTAINERS
Packaging which has a maximum capacity greater than 119 gallons for liquids, or maximum net mass greater than 882 lbs. for solids.

CARGO TANK
A bulk packaging tank intended primarily for the carriage of liquids or gases (including appurtenances, fittings, and closures) permanently attached to or forms a part of a motor vehicle, or is not permanently attached to a motor vehicle but that, by reason of its size, construction, or attachment to a motor vehicle, is loaded or unloaded without being removed from the motor vehicle.

CARRIER
A person (including a company or corporation) who transports passengers or property by rail, aircraft, motor vehicle, or vessel.

COMBINATION PACKAGING
A combination of packaging, for transport purposes, consisting of one or more inner packages secured in a non-bulk outer packaging. It does not include a composit packaging (basically, one or more packages within a package).

COMBUSTIBLE LIQUID
A liquid material with a flash point above 141 Degrees Fahrenheit is a combustible liquid, and not regulated if transported domestically in non-bulk containers, unless the material is a hazardous substance or marine pollutant. Combustible liquids do not require a hazard class number on the shipping paper.

A flammable liquid with a flash point at or above 100 Degrees Fahrenheit may be reclassified as a combustible liquid, and therefore not regulated.

CONSUMER COMMODITY
A material that is packaged and distributed for retail sale for individual personal care or household use. These materials are generally classified and regulated as ORM-D materials, and are not subject to the labeling or placarding requirements.

CYLINDER
A vessel designed for pressures higher than 40 psia and having a circular cross section. It does not include a portable tank, multi-tank car tank, cargo tank, or tank car.

DOT
The United States Department of Transportation.

DRUM
A flat-ended or convex-ended cylindrical packaging made of metal, fiberboard, plastic, plywood, or other suitable materials. It does not include cylinders, jerricans, wooden barrels, or bulk packagings.

ELEVATED TEMPERATURE MATERIAL
A material that is transported in bulk packaging and has a liquid temperature at or above
212 Degrees Fahrenheit, is an intentionally heated liquid with a flash point above 100 Degrees Fahrenheit, or is a solid with a temperature above 464 Degrees Fahrenheit. Packages that contain materials designated as such must be marked with the word "HOT".

EMPTY PACKAGES
A package containing the residue of a hazardous material must be transported in the same manner as packages that are full. The material may be described on the shipping paper as "RESIDUE: Last Contained ** *" in association with the basic description. Empty packages that contain only the residue of a Table II hazardous material do not need to be included when determining placarding requirements.

EXEMPTION
A document issued by the Associate Administrator of the Research and Special Programs Administration (RSPA) which permits a person or company to perform a function that is not otherwise permitted under the regulations issued by and for Federal Motor Carrier Safety Routing.

FMCSA
Federal Motor Carrier Safety Administration.

HM 181
Major revision of the HazMat Regulations in 1991, to bring the U.S. regulations more in line with the U.N. This revision was necessary to allow U.S. companies wider access to world trade. HM 181 was developed to allow greater external communication of HazMat to emergency personnel at the scene of a spill, fire, accident, etc.

HAZARD CLASS
The category of hazard assigned to a hazardous material under 49 CFR Part 173 definitional criteria and the provisions of the HM Table (172.101). A material may meet the defining criteria for more than one hazard class but is assigned to only one hazard class.

HAZARDOUS MATERIAL
A substance or material in a quantity and form which is capable of posing an unreasonable risk to the health and safety or property when transported in commerce.

HAZARDOUS SUBSTANCE
A material, including its mixtures and solutions, in a quantity, in one package, that equals or exceeds the reportable quantity (RQ) listed in Appendix A to 172.101.

HAZARDOUS WASTE
Any material that is subject to the Hazardous Waste Manifest Requirements of the United States Environmental Protection Agency specified in 49 CFR Part 262.

HAZMAT EMPLOYEE
A person who a hazmat employer employs and who, in the course of employment, directly affects the safe transportation of HMs. This term includes an owner-operator of a motor vehicle. This term also includes an individual, including a self-employed individual – or contractor – employed by a hazmat employer who, during the course of
employment does one or more of the following:

1. Loads, unload, or handles HMs.
2. Manufactures, tests, reconditions, repairs, modifies, marks, or otherwise represents containers, drums, or packaging as qualified for use in the transportation of HMs.
3. Prepares HMs for transportation.
4. Is responsible for safe transportation of HMs.
5. Operates a vehicle used to transport HMs

HAZMAT EMPLOYER
Anyone who employs (contracts) a hazmat employee. The term includes any department, agency, or instrumentality of the United States, a state, political subdivision of a state, or an Indian tribe that engages in hazmat employee functions described previously.

INFECTIOUS SUBSTANCE (HAZARD CLASS 6.2)
A microorganism, or its toxin, which causes severe, disabling or fatal disease in humans or animals. The term infectious substance and etiologic agent are synonymous. Central does not transport Infectious Substances.

INTERMODAL CONTAINER
A freight container designed and constructed to permit it to be used interchangeably in two or more modes of transport.

LIMITED QUANTITY
Shipments of certain hazardous materials which meet certain limitations on the kinds of packaging used and on the quantity of material in each package. These materials do not require Hazmat labels or placards. Limited Quantities must be shown on the shipping paper as "Limited Quantity" or "Ldt. Qty."

MARINE POLLUTANT
Marine pollutants are materials, which are environmentally hazardous, especially when being transported across water. The regulations require bulk containers of a marine pollutant to be marked with the MARINE POLLUTANT mark on two opposing sides if the capacity is less than 1,000 gallons. Vehicles, which contain a package requiring the mark must also display the MARINE POLLUTANT mark on all four sides unless the vehicle is already placarded for other HazMats.

MOTOR VEHICLE
Includes a vehicle, tractor, trailer, etc., propelled or drawn by mechanical power and used upon the highways in the transportation of passengers or property.

NA
North American

NON-BULK CONTAINERS
Packaging which has a maximum capacity of 119 gallons or less for liquids, or maximum net mass of 882 lbs. or less for solids.
N.O.S.  
Not otherwise specified.

OHMS  
The Office of Hazardous Material Safety, Research and Special Programs Administration, USDOT.

ORM-D  
ORM-D stands for Other Regulated Material. These are consumer commodities that present a limited hazard during transportation due to its form, quantity, and packaging. ORM-D materials do not require labels or placards to be displayed.

OVERPACK  
An enclosure that is used by a single consignor to provide protection or convenience in the handling of a package, or to consolidate two or more packages, (e.g., placed or stacked upon a pallet and shrink-wrapped or banded, placed in a protective outer packaging such as a box or crate.)

PACKING GROUP (PG)  
A grouping according to the degree of danger presented by HMs. PG I indicates great danger; PG II, medium danger; PG III, minor danger.

POISON INHALATION HAZARD (PIH)  
The DOT has identified certain chemicals as being Poisonous by Inhalation. This means that the fumes or vapors from these materials are lethal. The PIH materials are indicated by notation in the Special Provisions Column of the Hazmat Table, (column 6). The words “Poison Inhalation Hazard” must follow the Hazmat description on the Hazmat shipping paper. In addition, “Zone, A, B, C, or D” must also be included to indicate how severe the Inhalation Hazard. A hazard zone is based on the LC50 value for acute inhalation toxicity of gases and vapors.

PROPER SHIPPING NAME (PSN)  
The name of the HM shown in Roman print (not italics) in the HM Table (172.101).

RQ - REPORTABLE QUANTITIES  
A material defined by the EPA as a hazardous substance, and which is in a quantity, in one package, which equals or exceeds the amount listed in 172.101 Appendix A. When there is a spill of Reportable Quantity, the EPA must be notified, as well as other regulatory agencies. The letters RQ must be listed on the shipping paper either with the basic description, or in the Hazmat column. The letters RQ identify the presence of the hazardous substance to drivers, handlers, and emergency personnel.

RESIDUE  
The HM remaining in a packaging, including a tank car, after its contents have been unloaded to the maximum extent practicable and before the packaging is either refilled or cleaned of HM and purged to remove any hazardous vapors.

RSPA  
Research and Special Programs Administration, USDOT.
SHIPPING PAPER
A shipping order, bill of lading, manifest, or other shipping document serving a similar purpose and containing the information required in 172.200 through 172.206.

SUBSIDIARY HAZARDS
Material possessing hazards, which meet the definition of, more than one hazard class. The most predominate hazard is the primary hazard, and the secondary hazard becomes the subsidiary hazard. Subsidiary labels and placards must display the hazard class number in the lower corner.

TRANSPORT VEHICLE
A cargo-carrying vehicle. Each cargo-carrying body (trailer, rail car, etc.) is a separate transport vehicle.

UN
United Nations.

UNINTENTIONAL RELEASE
The escape of an HM from a package on an occasion not anticipated or planned. This includes releases resulting from collision, package failures, human error, criminal activity, negligence, improper packing, or unusual conditions such as the operation of pressure relief devices as a result of over-pressurization, overfill, or fire exposure. It does not include releases, such as venting of packages, where allowed, and the operational discharge of contents from packages.