

Author	Status	Effective Date
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1.0 Purpose

If you ship products, it is your responsibility to know whether those products are hazmat, and to communicate their hazards appropriately, according to DOT's hazmat regulations. This procedure is intended to ensure that any employee that prepares paperwork or offers goods for transport knows how to correctly prepare shipments to meet the commonly required DOT regulations applicable to Gemini. This includes Bill of Lading (BOL) procedures, proper DOT labelling requirements, and proper DOT trailer placarding requirements. There are a few instances when shipments deviate from the below procedures and examples. This procedure includes requirements for the most common day-to-day material shipments. If you are uncertain about whether a shipment is properly prepared prior to shipment, please consult with your supervisor.

2.0 Scope

This document covers the standard procedures to be followed for any employee that prepares paperwork or offers goods for transport. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0 Safety



***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Understanding BOLs

4.1 Bills of Lading (BOL)

4.1.1 Ensure "Ship From" box says it is shipping out of the correct Gemini location.

4.1.2 Next, make sure that the "Ship To (Destination)" address is the correct address of the customer it is being shipped to. **It should ALWAYS be an address and never a PO Box.** Any additional shipping instructions for the "Ship To" box are moved down to the "Special Instructions".

4.1.3 Verify "Freight Charge Terms" section. **It should ALWAYS be 1 of the following terms:** Prepaid & Add, Paid, or Collect. **Make sure that the Pro Number sticker**

is not covering the freight term.

- 4.1.4 Under "Customer Order Number" make sure that the PO number is listed. **Not all Bills of Lading will have a PO number.**
- 4.1.5 Look for Hazmat Descriptions in "Commodity Description" area. Example of commonly used descriptions shown below. If product being shipped is considered Hazmat, make sure an "X" is entered in the "H.M." column.

- 4.1.6 Under the "Carrier Information" section, make sure that the weight of the items match up with the total weight of the load at the bottom.
- 4.1.7 The total weight should include the weight of the pallet/pallets used. **40 lbs. is the correct weight to use for all pallets.**
- 4.1.8 Next, add up all pieces and make sure it matches the total piece count at the bottom of the "Quantity Section."

HANDLING UNITS		PACKAGE		WEIGHT		CARRIER INFORMATION		COMMODITY DESCRIPTION		LTL ONLY	
QTY	TYPE	QTY	TYPE	lbs.	H.M. (X)	Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 206 of NMFC Item 200		NMFC#	CLASS		
		12	Piece	494.65	X	UNY283, PAINT, 3, PG II, PAIL TWP (WOOD PRESERVATIVE), PAIL TWP (WOOD PRESERVATIVE), CARTON LIMITED QUANTITY PAINT, CARTON <i>← correct description</i>			55		
		18	Piece	681.06					55		
		22	ONE4B	718.24					55		
		16	ONE4B	599.24					55		
① → 2			SKED	80		SKED			55		
Z				2,571.43							

NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the amount.

- 4.1.9 Under the "Shipper Signature/Date" section, sign and date on the line and **make sure it is written legibly.**
- 4.1.10 Make sure that the "Trailer Loaded" and "Freight Counted" sections are filled out with the correct information and make sure that the driver signs and dates under the "Carrier Signature/Pickup Date."
- 4.1.11 Make sure to offer the driver placards and if they need them, make sure they are given the correct ones.

Customer check acceptable

NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A) and (B).

RECEIVED subject to the qualifications and terms in effect on the date of the issue of this Bill of Lading, the property described herein is received good and true, except as noted hereon and subject to the conditions of packages hereon, marked consigned and delivered as indicated hereon. The carrier shall not make delivery of this shipment without payment of freight and demurrage charges.

The carrier shall not be liable for loss or damage to any property of any person or corporation in possession of the property under the contract herein to carry to its usual place of delivery or to any other place, unless it is so noted, otherwise in default to another carrier on the route to said destination, it is mutually agreed as to each carrier of all or any part of said property, that every service to be performed hereunder shall be subject to all the terms and conditions in the governing classification on the date of shipment.

Shipper hereby certifies that he is familiar with all the Bill of Lading terms and conditions in the governing classification and the said terms and conditions and hereby agrees to the shipment and acceptance by himself and his assignee.

Signature _____ Shipper

SHIPPER SIGNATURE/DATE
 This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.
 Signature: Chad Hubbard Date: 05-31-17

Trailer Loaded: By Shipper By Driver
 Freight Counted: By Shipper By Driver/placards said to contain By Driver/Placards
 Check CDL Endorsements? Yes No
 Have you offered them placards? Yes No

CARRIER SIGNATURE/PICKUP DATE
 Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DEPARTMENT OF TRANSPORTATION emergency response guidebook or equivalent documentation in the vehicle.
 Signature: Chad Hubbard Date: 05-31-17

IN CASE OF EMERGENCY: FOR EMERGENCIES INVOLVING DANGEROUS GOODS Call CAULTEC'S 24-HR NUMBER 613-886-6532
 24 Hour Emergency (DOT, LEAD, Exposure, or Accidents) 800-858-6553. Outside USA, Call Collect 1-822-323-3289
 24 Hour Emergency HAZMAT Response & MSDS help: ENR (Ext # 102) 800-499-6379

Chad Hubbard 05-31-17

4.2 DOT Labelling

4.2.1 The majority of coatings Gemini produces are deemed hazardous by DOT regulation. By DOT standard, if you offer a hazardous material for transportation, the most outer packaging must be labeled properly. Any employee preparing paperwork or offering goods for transport must be properly trained and certified to perform these functions. If you are unsure of how to properly complete these procedures, always defer to your supervisor for guidance. **Shipping MUST verify marking and labelling is present and compliant prior to loading a shipment on a trailer.** Below are examples of each container size and of each of the 2 most common hazard class shipments. Examples will be given for the 3 most common packaging Gemini offers.

4.2.2 **One Gallon or Less** - Gemini one gallon containers or less will always be shipped in a UN rated box. Gemini uses a "Limited Quantity" DOT exemption which

requires a label different than the Class 3 and Class 8 labels. One gallon or less outer packaging should look like the below illustration containing the "Limited Quantity" diamond.



4.2.3 **Five Gallon** - Below is an example of properly labeled five gallon buckets for both common hazard classes identified above.



4.2.4 **Drum** - It is not common for Gemini to ship the product with a Class 3 and 8 combination in drums, so only the Class 3 Flammable product is shown below.



4.3 DOT Placarding

4.3.1 Simply put, when the aggregate gross weight of all hazardous materials in packages covered above is less than 454 kg (1,001 lbs), no placard is required on the trailers. If the gross weight equals or eclipses this number, placarding for the 4 sides of the trailer is required. Placards look similar to the DOT labels but are larger. Placard must be at least 250 mm (9.84 inches) on each side. If the gross weight of any one hazard classes eclipses 4,000 kg (8,820 lbs), the appropriate UN identification number must be accompanied with the placarding. Example below.



4.4 Shipping and Understanding the BOLs

4.4.1 After shipping the sales order complete through Assistics, a bill of lading will print

out, as shown below. There are several areas of emphasis that the employee must make sure are filled out correctly in order to comply with DOT regulations. There are also areas that the freight carrier will utilize to ensure shipment to the correct location, as well as bill the freight charges to the proper party. The next sections will outline the various sections of the bill of lading and the proper way each section should look/read.

The image shows a standard Bill of Lading form. Key sections include:

- Shipper/Consignor:** BODY SHOP SUPPLY CO. INC., 1212 GREENWAY CROSS, MADISON, WI 53713 US.
- Consignee:** GEMINI COATINGS, 2300 HOLLOWAY DR., EL RENO, OK 73036 US.
- Carrier:** BUNTERS.
- Freight Charges:** A table with columns for 'Description', 'Rate', 'Weight', and 'Amount'.
- Remarks:** A section for additional notes or instructions.

4.4.2 Ship From / Ship To: This section has the ship from origin and the ship to destination. This section is already populated when the BOL is printed from the information on the sales order. The employee needs to look over this area and make sure the ship to destination populates correctly. The destination address should be the same as the ship to address on the sales order.

GEMINI COATINGS 2300 HOLLOWAY DR. EL RENO, OK 73036 US SID#
SHIP TO (DESTINATION/CONSIGNEE)
BODY SHOP SUPPLY CO. INC. 1212 GREENWAY CROSS MADISON, WI 53713 US CID#

4.4.3 Carrier Information: This section will outline the carrier information including what carrier is taking the shipment, the PRO number, and the payment terms. The "carrier name" and the "pro number" will auto populate based on the information you entered into assistics prior to shipping the order complete. The freight charge terms will populate based on the freight charges that are on the order when the order is typed. Below is an example of the way it will print without any alterations.

Carrier Name:	Old Dominion Freight
Trailer/Container #: Seal Number(s):	
SCAC: Pro Number	14105630074
Freight Charge Terms:	PPA
PREPAID & ADD	

4.4.4 The employee will need to place the carrier specific PRO number sticker on the BOL. The correct place to put the PRO sticker, on the BOL is over the carrier name and the pro number section(s). **Do NOT place the pro sticker over the freight charge terms.** The freight charge terms sections allow the freight carrier to bill the proper party. Below is an example of what to do, and what NOT to do. Covering up the freight charge terms on the right, will cause the carrier to default the charges to the shipper. When freight charges are collect, COD, Third Party, etc. the carrier will not know how to properly bill the freight.



4.4.5 **Third Party Billing:** The next section is an area specifically designed for third party shipments. If your freight terms are third party, in this section you will write down the company name, address, telephone number, or any information you have regarding the third party company that will be paying the freight bill. (Example Below)

This section also provides an area to write quote numbers, stamp the BOL as priority or guaranteed delivery by a certain time etc. or any other information the freight carrier might need. (Example Below)

THIRD PARTY FREIGHT CHARGES BILL TO

CT. LOGISTICS
PO BOX 30382
CLEVELAND, OH, 44130

PRIORITY

THIRD PARTY FREIGHT CHARGES BILL BY

QT # CW12578

4.4.6 Special Instructions: The special instructions section is designed for the employee to be able to check a box that indicates any special delivery needs. On your sales order, it should indicate if it needs a lift gate, inside delivery, residential delivery, limited access fee, or freeze protection. This information is usually embedded in the ship to address, if not, a note on the bottom of the sales order. If one of these is required, the employee should check the box applicable to that particular shipment.

SPECIAL INSTRUCTIONS

Liftgate Residential Inside Delivery Limited Access Delivery Freeze Protection

4.4.7 Customer Information: This section has information about the customer's order. It lists the customer's PO number, and the Gemini sales order number. If multiple sales orders are shipped together properly in assistics, all of those sales order numbers, along with the customer PO numbers will populate in this section.

CUSTOMER P.O. NUMBER		CUSTOMER ORDER INFORMATION		
HANDLING UNITS	WEIGHT LBS.	PALLETS/P BOXES SHIP	ADDITIONAL SHIPPER INFO	
000009757		17 B	SOS1420	
GRAND TOTAL	1.00	983.20		

4.4.8 Product Information: This section is the most important section of the entire BOL. This section outlines what exactly the freight carrier is transporting and must be in compliance with DOT standards. If this section is not correct, the employee and Gemini are liable for any problems that may occur. Below will outline each section from left to right and indicate what the section entails and how it should read.

HANDLING UNITS		PACKAGE		WEIGHT		H.M.	COMMODITY DESCRIPTION <small>Commodities shipped in cases or additional care or attention in handling or stacking must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 10(a) of HMR 175.100</small>	LTL ONLY	
QTY	TYPE	QTY	TYPE	Lbs.	[K]	NMFCB		CLASS	
		5	PAIL	349.00	X	UN-263, PAINT, 5, PO IL PAIL		55	
		2	PAIL	90.00		WATERBORNE LACQUER NON-HAZARDOUS, PAIL		55	
		19	CARTON	585.00		LIMITED QUANTITY PAINT, CARTON		55	
		4	Piece	17.00		LIMITED QUANTITY CATALYST, CARTON		55	
1		31		983.20					

4.4.9 When shipping an order through assistics, it asks for the number of pallets being shipped. The number you enter in this step, will populate in the handling units on

the far left of this area. **NOTE:** The weight of the pallet, is automatically populated in the total weight of the shipment. There is no need to add any additional weight to account for the weight of the pallet.

HANDLING UNITS	
QTY	TYPE
1	

4.4.10 The section to the right of the handling units is the packing section. This section indicates the number of packages on the shipment of each commodity description type. The total number of pieces physically on the pallets must match up with the piece count in the packaging section. The quantity is divided up amount the various commodity descriptions.

PACKAGE	
QTY	TYPE
5	PAL
2	PAL
18	CARTN
4	Piece
31	

4.4.11 The next section contains the weight of each line item commodity. All weights have been previously identified and assigned in X3. The total weight at the bottom will include pallet weight, so the total in this column will not equal the total weight at the bottom.

WEIGHT
86
249.88
90.88
585.05
17.68
983.29

4.4.12 The section to the right of the weight is the area that indicates weather something is hazardous or not. If you have something on the shipment that is classified as hazardous, by DOT regulations, an "X" must be placed next to that commodity description. Failure to report hazardous materials correctly could result in fines, and further action by DOT.

H.M. (X)
X

4.4.13 The next section to the right is the commodity description. This section properly identifies any hazardous materials by the proper UN description, along with commodity, class, packing group, and container size. Non-hazardous shipments will include the commodity, and the container size. These descriptions will populate based on the information in X3.

COMMODITY DESCRIPTION
<small>Commodity description (UN or other code) or general or specific description of material to be shipped and packaged as to nature and transportation with UN code (see Section 301 or NMFC book(s))</small>
UNDES. PAINT, 3, PG 1, PAL
WATERBORNE LACQUER, NON-HAZARDOUS, PAL
LIMITED QUANTITY PAINT, CARTON
LIMITED QUANTITY CATALYST, CARTON

4.4.14 If something is not built correctly, it could populate the name of the product or a basic description of the product. This is NOT compliant with DOT regulations and must be corrected before the shipment can leave Gemini’s possession. If you notice something that is generating a generic name or description, the employee must notify somebody in the IT department so it can be corrected moving forward. If you do not have the correct description, you can find the description in your 40CFR under the shipping tables section. If you are not confident after looking up the product, you can contact Gemini’s regulatory department for clarification.

4.4.15 The last section on the product information area on the far right is the freight class section. This allows the freight company to properly identify what class of freight they are handling and will allow them to bill accordingly. This should also be populated based on information in X3. If it is not, the employee will need to identify the correct freight class and adjust the BOL accordingly.

NMFC#	CLASS
	55
	55
	55
	55

4.4.16 **Shipper Signature:** The section in the bottom left hand corner of the BOL is where the shipper or Gemini employee will sign the BOL. The signature indicates that all the information on the BOL is accurate, and compliant with DOT regulations. It is important to ensure 100% accuracy on the BOL, if something is

incorrect; the employee who signs the BOL is responsible for any wrong doing.

<p>SHIPPER SIGNATURE/ DATE</p> <p><small>This is to certify that the above named materials are properly described, clean, free, packaged, marked and sealed, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.</small></p> <p><i>[Signature]</i> <i>08-03-18</i></p> <p>Signature _____ Date _____</p>	<p>Trailer Loaded:</p> <p><input type="checkbox"/> By Shipper</p> <p><input type="checkbox"/> By Driver</p>	<p>Freight Counted:</p> <p><input type="checkbox"/> By Shipper</p> <p><input type="checkbox"/> By Driver/pallets said to contain</p> <p><input type="checkbox"/> By Driver/Placards</p> <p>Check CDLEndorsements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you offered them placards? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><small>IN CASE OF EMERGENCY FOR EMERGENCIES INVOLVING DANGEROUS GOODS Call CANADIAN'S 24-HR NUMBER 813-988-8888 24 Hour Emergency (Spill, Leak, Exposure, or Accident) 800-533-8885, Outside USA, Call Collect 1-303-323-3886 24 Hour Emergency (HAZMAT Response & MGG) help: 800 (Call # 187) 800-918-8936</small></p> <p><i>Chad Hillard 08-03-18</i></p>		

4.4.17 Notice there is an area to the right of the signature, box that has a list of items to check. Please check the boxes accordingly.

- 1) The freight should be counted by the shipper as well as the freight carrier.
- 2) Gemini is responsible for making sure the driver for each freight carrier has the proper certifications to transport the product being shipped. Once this is checked, mark the box accordingly. If the driver does not have proper licensing, do NOT release the shipment with that driver.
- 3) As the shipper, Gemini must ensure the carrier has proper placards to transport the materials being loaded. If the carrier does not have the proper placarding, the employee must offer/give the driver the correct placards based on DOT regulations.

4.4.18 The last section on the bottom right of the BOL, is an area for the driver for the freight company to sign, indicating he now has the shipment in their possession. Gemini requires to keep a copy of the BOL with the driver's signature and trailer number. The copy should be filed away with the paperwork for the shipment.

5.0 References

Reference	Title
1	None