Live Haul Independent Contractor Work Specifications

Transportation Logistics	Office Phone	On-Call Phone
Internal Movements Scheduler	507-794-8624	507-227-2464
Market Scheduler	507-794-8506 or 507-794-8627	507-220-6213
Multiplication Flow Scheduler	507-794-8562	507-227-8043
Transportation Manager	507-794-8510	507-220-3357
Carrier Operations Manager	507-794-8510	507-220-3357

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1. Introduction

The Christensen Farms team is committed to and takes pride in being an industry leader in responsibly producing high quality pork for the noble purpose of providing food to a growing world.

Our Values

- INTEGRITY—We do what is right every day, even when no one is looking.
- INNOVATION—We continuously seek and communicate new ideas that drive improvement in the business, regardless of position.
- ADAPTABLE—We anticipate, pursue, and embrace change for the benefit of the organization.
- RESPECT—We honor the contributions and accomplishments of others and embrace the diversity of individuals.
- EXCELLENCE—We continuously strive to be the best in the industry.

We rely on professional conduct that benefits our partnership, laying the framework for cooperation, information sharing, mutual learning, and continuous improvement.

The purpose of this guidebook is to communicate work expectations to our contract haulers and convey the importance of communication, team work, proper handling, and transportation of pigs, with attention to biosecurity and animal welfare. This document also contains the guidelines, rules, and reference materials required to meet the performance requirements in the CF transportation system.

2. Transport Quality Assurance Program

The National Pork Board introduced the Transport Quality Assurance™ (TQA™) Program in February 2002.

TQA is a program that helps swine transporters, producers, and handlers understand how to handle, move, and transport pigs, and the potential impact of those actions on pig well-being and/or pork quality. Anyone who handles or transports pigs, or sets protocols for handling pigs, is a potential influence on animal well-being and pork quality.

There are two types of individuals certified through the TQA Program:

- A **handler** who receives TQA certification to move, handle, and transport pigs. Individuals interested in receiving TQA certification to become handlers can find additional information at www.pork.org.
- An **advisor**, trained by the Pork Checkoff team, who can offer certification training and administer exams to handlers. Contractors with multiple drivers are strongly encouraged to become a TQA advisor.

NOTE: Christensen Farms requires all drivers to be TQA certified. If you need to be certified or re-certified, contact a member of our transportation staff and they will assist you. We encourage you to utilize the free resources available on www.pork.org.

3. Contractor Expectations

Our expectations are that of a partnership. Christensen Farms expects each Contractor to have the capability to provide the appropriate resources and manage a professional[1] transportation service with these key areas of focus:

- **Safety**—The animals that are being transported should receive the absolute best care regarding their safety. Train people so they can safely work in this environment and use appropriate technology to comply with DOT requirements.

[1] "Engaged in a specified activity as one's main paid activity rather than as a pastime."

- **Timeliness**—Maintain reliability and responsibility for the overall execution of CF schedules. Communicate all potential problems up front to ensure CF has the appropriate level of awareness.
- **Professionalism**—Do not accept the status quo when facing challenges. Whether it is a general respect for etiquette or a seemingly old-fashioned devotion to doing things right, your commitment to your staff and ours is critical for our mutual success.
- **Services**—Provide fuel-efficient and mechanically-sound tractor equipment, with the ability to utilize backup equipment if a primary asset is compromised. In addition, the Contractor should have the necessary back office support to maintain accounting activity, along with extensive knowledge of local workforce to maintain a driver roster, and a primary dispatcher for driver management.

3.1. Contractor — Producer Relationship

With over 300 contract producers[2], the Christensen Farms team greatly appreciates the hard work and dedication of our business partners. We understand that our operation impacts the lives of employees, customers, and the communities in which they live and work. We honor our obligation to respect and support them by:

- Recognizing that being welcomed and appreciated by the producer is a privilege that must be earned and maintained
- Acknowledging that a different understanding of practices can sometimes lead to confusion and misunderstanding of expectations
- Operating in a manner that allows us to understand concerns and issues
- Acknowledging concerns and communicating them forward to sustain our relationship
- Playing an active role in helping to build a strong relationship by communicating consistently

As a Contractor that provides transportation services, your driver represents our actions at the farm. Christensen Farms expects each Contractor to be able to provide the necessary oversight to ensure drivers understand these expectations and behave in a professional manner.

3.2. Driver Management

Christensen Farms expects each Contractor to be able to hire and retain drivers for transporting livestock.

Contractors are expected to:

- Invest in the driver's handling experience by validating performance with moving animals. Inexperienced drivers should have ample training before they work independently.
- Provide times where the driver can get training from experienced staff members. If you need opportunities for driver training, communicate with the Market Scheduler to make arrangements.
- Maintain all DOT compliance requirements, insurance, driver files, and ensure satisfactory status.
- Ensure the driver understands the latest TQA requirements and that certification is current.
- Ensure that DNL low stress pig handling certification is current.

Drivers should understand all requirements provided in this guidebook. They should understand how to apply these requirements to successfully perform the services required.

Drivers are expected to communicate through the Contractor. In turn, the Contractor will forward concerns and issues to the Market Scheduler. This flow of communication is important as Contractors need to be aware of the issues that drivers are reporting.

NOTE: For on-time related schedule issues, drivers are asked to communicate directly to sites and schedulers.

[2] A producer owns the land and barn. CF contracts with them to raise the pigs.

3.3. Equipment Management

The primary goal of maintenance is to avoid or mitigate the consequences of equipment failure. Scheduled maintenance can help prevent equipment failure before it ever occurs by replacing worn components before they actually fail. Maintenance activities might include partial or complete overhauls at specified periods, oil changes, lubrication, minor adjustments, and so on. In addition, workers can record equipment deterioration so worn parts are replaced or repaired before they cause system failure. The ideal preventive maintenance program eliminates all equipment failure.

NOTE: Contractors are expected to utilize backup equipment when unexpected equipment failures do occur.

Fuel-efficient equipment and EPA-compliant systems will be requirements in the foreseeable future, including but not limited to:

- Ability to adopt alternative sources of fuel—LP CPG combined with diesel
- Electronic engine controls that limits driver speed and monitors fuel economy

The tool kit for obtaining increased fuel economy has expanded into connected vehicles. Trucking technology for better fuel economy now includes wireless sensors, GPS chips, algorithms, and sophisticated real-time data analysis. For example, it is becoming possible, for a truck to be programmed to shift at just the right time for maximum fuel efficiency and minimum wear and tear. Braking can be automated, with the proper distance calculated based on road conditions, weather, and load weight.

3.4. Forms and Checklists

- CF Contract—Terms and conditions for providing services to CF. You will need to return this form prior to starting.
- New Driver Information—Provides CF with the identity of the driver. It is imperative to communicate with CF prior to making any roster changes because not all drivers are eligible for handling CF pigs.
- Contractor Checklist—Covers all aspects of the business relationship with you in a concise and consistent manner. CF will often refer to these sections if we need to address performance areas with you.
- Driver Checklist—Provides you with a consistent platform to communicate with your drivers. It is your responsibility to communicate with CF the receipt of materials to your drivers and that your drivers understand the expectations of services.
- Driver Loading Credentialing—Documents the process of verifying the level of credentials of a driver. A driver is nominated by their mentor, trainer, or supervisor to be assessed.

4. Animal Welfare

In its simplest form, animal welfare refers to the relationship between people and animals, and the duty people have to ensure that the animals under their care are treated humanely and responsibly.

Animal care and well-being is of the utmost importance to the Christensen Farms team. We use industry-leading guidelines and practices to meet the environmental, nutritional, medical, and daily needs of our animals. We work continuously to improve our animal care program through annual training and internal on-farm assessments. We also receive feedback through external third-party audits to strengthen our program.

Animal handling is everyone's responsibility and starts with you. You can have a big impact on animal welfare during loading, transport, and unloading. Your service is a critical component in this cycle. The following sections cover the expectations of both the Contractor and the driver in this environment. If a driver is found treating animals inhumanely, the Contractor will be liable for all death loss and will be subject to suspension or termination of the contract.

4.1. Animal Treatment Requirements

Loading and unloading processes can be very stressful events in the life of a pig. If paired with aggressive handling, excessive stress and muscle exertion during loading and/or unloading can accelerate the precursors of Porcine Stress Syndrome (PSS), and potentially cause serious injury or even death to the animal.

This section focuses on acceptable handling approaches. We will consider the pig in three states:

- Calm and healthy
- Fearful and defensive
- Fatigued and non-ambulatory

It is our expectation that drivers will understand these different states and adjust their handling approaches accordingly.

4.1.1. Calm and Healthy Pigs

Healthy, robust animals are mobile and capable of fluid movement while loading and unloading. Pigs show no signs of stress, discoloration, or heavy breathing. Pigs are inquisitive and move with very little effort. With low vocalization, they appear to be more focused on each other than the handler's movements.

Expectations for the handler:

- Utilize low stress movements such as bubble and release pressure strategies
- Use very little physical contact with the animals
- Allow the animals to move at their own pace, utilizing their natural flow

4.1.2. Fearful and Defensive Pigs

You will not be able to control environmental and production challenges; however, understanding heightened fear and defensive behavior can best prepare you to successfully manage the animal's movements.

The handler must recognize the following signs and be prepared to change approaches as needed:

- Panic, willing to run under, over, or through handlers and obstacles
- Scrambling, out of control movement, high-pitched vocalization
- Bunching up and difficult to sort or separate—all movement has stopped
- Responsiveness to noise and visual stimuli is ineffective

Expectations for the handler:

- If possible, pause and allow the animals to calm down
- Where manageable, smaller animals can be picked up or moved with a sorting board
- Isolate smaller groups and apply physical pressure with a sorting board to start movement
- If you are having difficulty loading animals, ask for assistance from farm staff
- If your actions are unsuccessful in moving the animals, call the Contractor immediately for help

If the handler is continually experiencing fearful and defensive pigs at the same site or load after load, CF Transportation must be notified. **Failure to do so is a performance failure.**

4.1.3. Fatigued and Non-ambulatory Pigs

Fatigued pigs are defined as pigs that have temporarily lost the ability or desire to walk, but have a reasonable expectation to recover full locomotion with rest. Pigs that have never been out of their pens, or that have had very little contact with people, can be more excitable during movement and more prone to stressor sensitivity when handled aggressively.

Expectations for the handler when a pig becomes fatigued[3]:

- Clearly communicate your plan to the load crew, and if time allows, ask for assistance.
- If the animal is in a critical path and endangered of being injured by other animals—sled drag the animal out of the way. Using a supportive grip around areas of the animal that are safe for the handler to push on and/or grip, move the animal out of the way. Do not pull by the ears.
- Isolate the animal away from others and reduce pen density to give the animal a chance to rest.
- Communicate the situation and your actions to the Contractor. In addition, notify CF Transportation as soon as possible.

Non-ambulatory pigs can happen anytime during the transportation phase: loading, in transit, and unloading. Expectations for the handler when a pig becomes non-ambulatory:

- **As soon as a pig stops moving, and cannot be motivated to move with TQA approved handling techniques, you need to ask for assistance from the site crew.**
- Pigs that become non-ambulatory on the trailer and impact further movement must be humanely euthanized.
- Work with the site crew to remove the animal from the trailer—the site crew is responsible for managing the euthanized animal.
- If the site crew cannot euthanize the animal, then contact CF Transportation immediately.
- If you have asked for assistance from the site crew and no assistance has been provided in a reasonable time frame, call the Contractor immediately for help.

Failure to follow these expectations is a willful and egregious act and will result in immediate separation of service and permanent disqualification of handling CF animals.

4.1.4. Signs of Stress

An animal handler is expected to recognize signs of stress in the animals under their care, and to successfully communicate the state of health of the pigs to CF. Signs of stress in pigs include:

- Open-mouth breathing (panting)
- Vocalization (squealing)
- Blotchy skin
- Stiffness
- Muscle tremors
- Reluctance to move

Stressed pigs have a higher incidence of DOA's and DIY's. Stress also increases metabolic acidosis, which lowers pork quality and value.

4.2. Understanding the Signs of Aggressive Tendencies

It is important to understand what motivates handlers to do the right thing when no one is looking. Our work environment currently doesn't allow us to have constant supervision. Therefore, we need to rely on others' behavioral traits to give us insight where we need to focus oversight.

Reactive aggressive behaviors are unplanned and impulsive, and are usually a response to feelings of anger, fear, or a need to retaliate.

Signs and conditions:

- Losing one's temper easily
- Failure to communicate until a problem is discovered then boils over with issues
- Not following protocols and procedures due to excuses

[3] Assuming that you are physically capable of moving the animal and the animal is located a short distance from a rest area.

Proactive aggressive behaviors are calculated and planned actions that intend to trigger an immediate response.

Signs and conditions:

- Excessive loud noises and yelling
- Moving pigs too fast or moving too many pigs per group
- Aggressively striking or kicking an animal
- Running equipment over an animal
- Hitting an animal in the face with handling tools
- Dragging any animal (conscious or not) by any part of the body
- Intentionally driving animals over the top of non-ambulatory animals

Contractors are expected to coach and reinforce expectations with drivers displaying these types of behaviors. The Contractor should communicate with CF so we can also provide validation of the driver's handling behavior. Drivers, that historically have aggressive tendencies, will find themselves in violation and removed from service. We ask for your oversight and guidance so that CF can eliminate problems before a violation occurs.

4.3. Violations and Arbitration

4.3.1. Animal Safety / Welfare Violations

An animal safety or welfare concern is any act(s) that has potential to pose a safety threat or harm to animals if not addressed immediately.

- Excessive animal piling
- Trailer and/or equipment in poor repair
- Overcrowding trailer[4]
- Failing to provide adequate oversight of animal safety through management of bedding, boarding, watering, ventilation, and movement of trailer (not resulting in death or injury)
- Violation of hot shot policy
- Abandonment—animals left in trailer (not resulting in death or injury)
- Improper use of handling tools resulting in a willful act of abuse

This classification of violation is a warning but could lead to separation due to frequency and context of the violation.

4.3.2. Willful and Egregious Acts

An egregious act is any physical abuse to animals, or any condition that is ignored and results in injury, death, or compromises the health of our animals.

Physical abuse is the intentional infliction by humans of suffering or harm upon any non-human animal, for purposes other than self-defense or survival, such as:

- Excessive beating and/or prodding of ambulatory or non-ambulatory animals
- Pushing, pulling, or kicking ambulatory or non-ambulatory animals
- Dragging any animal (conscious or not) by any part of the body
- Running equipment over an animal
- Intentionally driving animals over the top of non-ambulatory animals
- Driving animals off a semi-trailer drop off without providing adequate unloading facilities (that is, animals falling to the ground from a transport door or other elevated surface)
- Any other condition or action that intentionally causes unnecessary pain and/or suffering to animals—including situations on a truck

[4] Square footage recommendations provided by the National Pork Board.

- Flagrant and intentional violation of bedding and boarding requirements—resulting in undue stress and discomfort to the animals, including but not limited to, severe frostbite and increased dead and down incidences

This classification of violation is an immediate separation of service and permanent disqualification of handling CF animals.

4.3.3. Arbitration

Arbitration is the settling of disputes between two parties by an impartial third party (an arbitrator), whose decision the contending parties agree to accept. In the case of reported violations, a designated representative from CF will make initial contact with the Contractor representing the driver involved.

This initial contact:

- Is used to gather additional information, unrelated to the driver's actions
- Provides the first level of notification that a violation was reported
- Will be used to understand the actions, outcomes, and displayed behaviors of the person(s) involved with the reported violation

Arbitration Steps

1. Communication — Driver/Contractor

   The Contractor will be made aware of the following:

   - Not all incidents are suitable for review, and not all incidents are reviewable
   - At the sole discretion of CF, we can seek temporary and immediate separation with the driver's service, allowing us time to complete an investigation
   - The right to consult with, and be represented by, CF transport arbitrators
   - The period of review will be no longer than 72 hours from the time of the reported incident

2. Information Gathering

   The Contractor will be asked to provide the following information:

   - Present relevant facts related to the nature of the violation
   - Handler's knowledge, demeanor, physical and verbal actions
   - Environmental, animal, mechanical, and other influences

   These details will help us gain a better perspective of the incident and ultimately helps us determine the appropriate course of action.

3. Arbitrator Review

   CF will meet with our animal welfare team to review the findings and determine if:

   - We have clear, concise information and whether there is a clear violation. If not, the outcome would be deemed unfounded or inconclusive.
   - Whether the violation reported was a willful and egregious act of abuse. If not, performance expectations to be reinforced.

4. Communicate Outcome

   The Contractor will receive written documentation that provides the severity of the violation, our expectations related to the situation, and the expected resolution. The possible outcomes from the Arbitrator Review meeting are as follows:

   - **Unwillful Animal Welfare Violation**—Defined as, but not limited to, unfounded, unwillful, undisputed, inconclusive acts or performance violations. Will require revalidation of the expectations in the situation presented by the violation. We ask that the Contractor reevaluate the capabilities of the handler and be confident that improvement is within the ability of the

handler. The purpose is to correct the actions and behaviors that lead to the violation. We want to build a culture of improvement and carrying knowledge and experiences going forward.

- **Willful and Egregious Acts**—Defined above in section 4.3.2. Will result in immediate separation of service and permanent disqualification of handling CF animals. Not limited to providing notification and information to the appropriate authorities, where applicable.

4.4. Forms and Checklists

- Animal Welfare Policy Statement (Contractors) – Signature Page
- Animal Welfare Policy Statement (Drivers) – Signature Page

5. Work Specifications

The actions of a hauler can have a significant impact on pig well-being, health, biosecurity, and pork quality. You are expected to handle pigs in a manner that will maximize finished product quality. Your biggest influence is the amount of stress the animal is subjected to during the transportation phase. Christensen Farms requires all drivers to be TQA-certified and have previous experience handling swine.

If you have a driver that does not meet these requirements, you must provide oversight for training. Contact a member of our transportation staff to facilitate training arrangements.

Drivers are expected to communicate and cooperate with the load or unload crew so that pigs are loaded or unloaded in a safe, organized, and humane manner. Teamwork and a coordinated effort between the driver and load crew are vital to success.

5.1. General and On-Call Communication

All communication is to flow through the Transportation department. Honest, upfront, and to the point communication is the key to success.

All communication during regular business hours should be made to the office numbers listed (Table 1).

Table 1 Transportation Department Contact Names and Phone Numbers

Transportation Logistics	Office Phone	On-Call Phone
Market Scheduler	507-794-8627	507-220-6213
Transportation Manager	507-794-8510	507-220-3357
Carrier Operations Manager	507-794-8510	507-220-3357

5.1.1. On-Call/Emergency Calls

To more efficiently serve the users of our schedules, CF has implemented an on-call process:

1. The on-call phone numbers are to be used for **EMERGENCY** after hours contact ONLY.
2. When calling the on-call number, leave a detailed message, so that your CF contact can work on a resolution to the problem before speaking directly with you.
3. Messages will be responded to within thirty (30) minutes.

However, there are times that you will need to contact an individual after normal business hours. The following is a non-exhaustive list of reasons for these calls (Table 2).

Table 2 Reasons to Initiate After Hours Contact

Communication Requirements	Leave message on office phone	Call the on-call phone number
Loading or unloading issues	No	Yes
DOA / Sub (5 or more)	Yes	No
No water hose at the site to cool down animals	No	Yes
Going to be late for a load by more than 30 minutes	No	Yes
Question on schedule later on in the week	Yes	No
Question on today's schedule after normal business hours	No	Yes
Going to load earlier than 30 minutes	No	Yes
Going to deliver load earlier than 30 minutes	No	Yes
Requesting days off	Yes	No
Trailer issues—not clean, not operational, etc.	No	Yes
Load crew late by 30 minutes or more	No	Yes
Load will be 10 head or more short of scheduled head count	No	Yes
Driver wants to cut back 5 or more head of schedule head count	No	Yes
Not able to pick up a load that night or the next morning	No	Yes
Accidents and any off-road event when loaded	No	Yes

5.1.2. Market Driver Death Loss Communication

Communication is vital to success. In the event of DOA's, it is very important that communication is timely and effective.

Crisis Communication—In the event that you experience any negative factors prior to delivery of your load and you anticipate that death loss will be greater than 5, you should be able to articulate the conditions of the load, transit, and unload events. Understanding what conditions the driver experienced during transport will allow us to establish if the driver was solely responsible and accountable for the death loss.

Communication of death loss is a performance requirement.

Trailer Area

Areas of focus include but are not limited to:

- Stocking density of the trailer and pens, and the conditions that determined how the driver stocked the pens
- Weather conditions and how they impacted watering, bedding, boarding, and ventilation during loading/unloading and transit
- Location and quantity of DOA's in the trailer pens

Load Out Event

Areas of focus include but are not limited to:

- What non-pig conditions were present or noticeable at the load out event that might have influenced death loss
- What physical signs did the pigs display that would indicate that death loss was expected (vocalization, blotchy skin, open mouth breathing, difficulty moving, etc.)

- How many pigs with this type of behavior: ¼ , ½, ¾, all pigs on the trailer

NOTE: Our contract states that the contract holder can be liable for death loss of greater than .5%. This means that if the driver is at fault, CF can and will bill excess DOA's back to the contract holder. Failure to notify CF on 5 or more DOA's may result in penalties including reimbursement of death loss.

5.1.3. Market Load Communication

"Without effective ***communication***, a message can turn into error, misunderstanding, frustration, or even disaster by being misinterpreted or poorly delivered."

We are part of a very large chain of people orchestrating a process that is highly sensitive to timing. We all have to do our part to achieve a higher level of cooperation among our Transportation team, Live Haul drivers, and CF field staff.

Our Transportation team **IS** responsible for the failures of not adhering to the planned pick-up and delivery times. It is the driver's responsibility to adhere to the expectations of loading times in order to arrive within the scheduled delivery timeframe. Typically, if you load *too* early, you will deliver *too* early—if you load *too* late, you will deliver *too* late. Our team is capable of making adjustments to be compliant, but we cannot accomplish this without communication from you.

Communication breakdowns happen occasionally; however, trends are unacceptable and will be addressed as they arise. **Without prior communication, deviation from the transportation schedule date and time is a performance violation.**

Loading Times

Trucks should not be loading more than 15 minutes earlier than their scheduled load times *without prior approval*. If the driver chooses to load 15 minutes early, the driver accepts responsibility if the loading process goes quicker than expected, and it impacts the driver not being able to make the 30 minute window for the scheduled dock time. The driver is responsible for controlling the pace during the loading process and in transit.

If a site/load crew is more than 15 minutes late, notify our Transportation team right away. If trucks/crews are late, our internal procedures are to flow all communication through the respective Marketing Manager for the site involved. They are an extension of our team and must be kept in the loop regarding these issues. To achieve the appropriate communication with all parties involved, we will attempt to involve the Marketing Managers as much as possible, and this may have an additional impact with our response times.

Delivery Times

Appointed delivery times are given to minimize the risk of delays during the unloading process. This is not a guarantee that a driver will always get right in to a dock and unload as soon as they arrive at a plant. However, it is a part of our business to monitor and adhere to the specific dock times that we have agreed to with the respective plant. There is a 30 minute window, both before and after the scheduled dock time, in order to be considered to have an on-time delivery. In short, if we are not hitting our dock times, something in our process has failed. Let us know immediately if travel times in our schedule design need to be adjusted.

Travel Times

Unless a breakdown has occurred on the way to the site, a professional truck driver should know ahead of time whether or not they are going to be late for a delivery. If you are not going to be ready to load at the scheduled time, CF Transportation needs to know as soon as possible. Our Transportation team will relay the appropriate communication down-stream so we can continue our movements.

5.2. Market Schedule Overview

To manage your work assignments, you will receive a Transportation Schedule (similar to Figure 1) that lists the scheduled loads by date and load #.

Figure 1 Transportation Schedule

Transportation Schedule
CHRISTENSEN FARMS

Trucking Company Schedule
Start Date 4/17/2016 - End Date 4/23/2016

CHRISTENSEN FARMS

Wiley Trucking

Load #	Source (Barn)	Load# of Site Total	Driver	Load Time	Arrive Time	Est Qty	Head Type	HRP	Wash	Destination (Barn)	Trailer	Miles	Rate + Fuel
Sunday, April 17, 2016 PIC Week #16													
650727	Haes Beau 1 (2)	0 of 1	6 Wiley, Brady	8:30PM	3:00AM	161	Top		Y	Triumph Foods		307	$966
	Gate #96113014												
650728	Haes Beau 1 (2)	1 of 1	7 Wiley, Terry, M	9:30PM	4:00AM	161	Top		Y	Triumph Foods		307	$966
	Gate #96113017												
650733	F041 (1)	0 of 1	9 Wiley Luke	10:00PM	1:00AM	169	Top		Y	Swift-Worthington		75	$344
650734	F041 (1)	1 of 1	10 Wiley Josh	11:00PM	2:00AM	169	Top		Y	Swift-Worthington		75	$344
	Gate #96113015												

The Transportation Schedule has the following fields:

- **Load #**—The reference number of the marketing ticket for the hogs being loaded.
- **Source (Barn)**—The location name of the site and the barn # the pigs will be loaded out of.
- **Load # of Site Total**—The number of total loads scheduled out of the site, and the load # it represents in the sequence.
- **Load Time**—The time the load is to begin.
- **Arrive Time**—The time the load is scheduled to arrive at the destination.
- **Est Qty**—The quantity of pigs to load.
- **Head Type**—The type of marketing choice made. Values include: Top, 2nd, 3rd, 4th, TE (tail-end), Cull, Light Culls, and Closeout.

Tail-end pigs are generally moved to another site so they can continue to grow.

Cull and Light culls indicate hogs marketed to secondary markets and generally do not qualify for processing at our primary markets.

Closeout indicates that the site is emptying all hogs.

- **HRP**—Not used.
- **Wash**—"Y" indicates that the trailer must be flush washed.
- **Destination (Barn)**—The location name of the site and the barn # the pigs will be loaded into.
- **Trailer**—Not used.
- **Miles**—The value of miles from the source site to the destination site. If two tickets belong on the same trailer for the driver, this value will be 0.
- **Rate + Fuel**—Compensation for transporting the load. When directed by CF staff, additional compensation is paid. Submit an invoice to our office for this compensation. You must list the load # associated with the additional amount. Do not take out the additional amount through the plant.

Variation from the amount on the transportation schedule with what is taken out at the plant is a performance violation.

Notes—If there are specific instructions related to the site, the instructions will be at the end of the schedule.

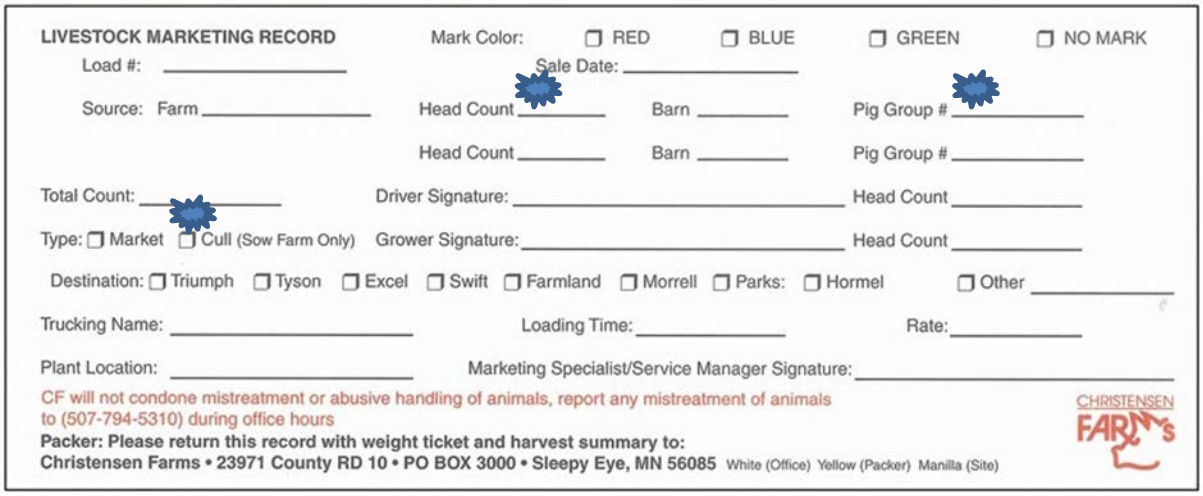
Destination Site	Comment
Schultz Farms	ROUTE DIRECTIONS TO/FROM SCHULTZ SITE:
 From HWY 14, go South on Co Rd 5 out of Balaton to Co Rd 12/23 and then head East(left) on Co Rd 12/23. Go 1 mile to 100th Ave, then turn South(right) on 100th Ave. Turn East (left) on 231st St. Farm should be on left side. Please use this route to enter and exit this site until further notice.

NOTE: As part of your load compensation, there is an hour for loading and unloading. If you are delayed at loading or unloading past the specified hour, email loadinfo@christensenfarms.com with the following information: load #, scheduled load time, actual load time, and actual departure time. Once our team validates the detention, your request will be processed for payment. Compensation is $50.00 per hour or increment of.

5.3. Livestock Marketing Records

The Livestock Marketing Record (also known as loading ticket or bill of lading) in Figure 2 is how we manage our inventory. It is the driver's responsibility to count and sign for the number of the pigs loaded onto the trailer.

Figure 2 Livestock Marketing Record


LIVESTOCK MARKETING RECORD
Mark Color: ☐ RED ☐ BLUE ☐ GREEN ☐ NO MARK
Load #: _____
Sale Date: _____
Source: Farm _____
Head Count _____ Barn _____ Pig Group # _____
Head Count _____ Barn _____ Pig Group # _____
Total Count: _____
Driver Signature: _____ Head Count _____
Type: ☐ Market ☐ Cull (Sow Farm Only)
Grower Signature: _____ Head Count _____
Destination: ☐ Triumph ☐ Tyson ☐ Excel ☐ Swift ☐ Farmland ☐ Morrell ☐ Parks: ☐ Hormel ☐ Other _____
Trucking Name: _____ Loading Time: _____ Rate: _____
Plant Location: _____ Marketing Specialist/Service Manager Signature: _____
CF will not condone mistreatment or abusive handling of animals, report any mistreatment of animals to (507-794-5310) during office hours
Packer: Please return this record with weight ticket and harvest summary to:
Christensen Farms • 23971 County RD 10 • PO BOX 3000 • Sleepy Eye, MN 56085 White (Office) Yellow (Packer) Manilla (Site)
CHRISTENSEN FARMS

The Contractor can be held responsible for missing pigs. Drivers must understand the importance of accurate counts and how to fill out this document.[5] It is important that the contents of the marketing ticket reflect your schedule. If these two items aren't consistent, contact the load crew and Transportation team to address the situation.

5.3.1. Marker Colors per Packer

For better communication between farm/load crew and hauler, pigs are marked by color to reduce the chances of sending the wrong size pigs to the wrong packer.

- **Red**—Pigs marked in red are generally heavier pigs, 280-290 pounds, and go to the following packers:
  - Triumph
  - Tyson
  - Excel

[5] Performance expectation – The driver must print their name, which trucking company they drive for, and the number of head loaded.

- **Blue**—Pigs marked in blue are generally lighter pigs, 250-275 pounds, and go to the following packers:
  - Swift
  - Hormel
  - Morrell
  - Farmland
- **Green**—Pigs marked in green are generally culls or light pigs, and go to the following packers or sites:
  - Parks
  - Lynch
  - Supreme
  - Tail-ender sites

5.4. Tools and Equipment

It is very important that only the approved animal handling equipment is being used to move animals with, as well as the operation of that equipment as well. The following is a list of sorting tools and/or driving aids recommended by the National Pork Board that will allow you to move animals in a safe, humane, and efficient manner:

- Physical barrier—Sorting board
- Auditory stimulus—Plastic rattle paddles

And if absolutely necessary:

- Physical stimulus—Electric prod (hot shot)

Do not use your body alone to move pigs.

5.4.1. Sorting Boards

Sorting boards provide both a physical and visual barrier for the pigs. This should be your primary tool for moving animals.

- A sorting board must always be used to move pigs when loading or unloading.
- A bi-fold panel is a particularly useful device as it creates a corralling effect, reduces an escape route for the pig, and increases safety for the handler.
- It is okay to not use your sorting board when loading the last compartment on the trailer.

5.4.2. Rattle Paddles

Rattle paddles (plastic bats with BB's inside or tin cans with BB's inside) provide auditory stimulus for the pigs.

- Never use a rattle paddle to aggressively strike an animal.
- Use the flat part to touch the pig—never the end.

5.4.3. Electric Prods

Electric prods (hot shots) should only be used as a last result to move market pigs and culls.

- Hot shot should not be the primary tool to move animals with.
- If electric prod use is necessary, adhere to the following strict guidelines:
  - Only minimal use of electrical stimulation is allowed.
  - To move animals forward, the best place to tap or shock the animals is on the back, behind the point of balance (shoulder).
  - Hot shot should never be used on the sensitive parts of the animal's body (eyes, ears, nose, anus, genitals, or rectum).
  - The duration of the shock should not exceed 1 second of continuous contact.
  - Do not exceed 1 shock per pig during loading from barn pen to trailer compartment on the truck.
- The use of electric prods in most packing plants is not tolerated because it elevates stress levels in pigs more than any other method of moving pigs. Research shows that even minimal electric prod use changes blood lactic acid levels and impacts meat quality.
- Never shock a hog that has become non-ambulatory (downer).

5.5. Safety

Human injuries happen more often when people are handling animals than during any other activity performed in pork production. Common injuries include:

- Contact injuries
- Slipping and falling
- Head cuts, bumps, and bruises when on the trailer

To minimize injuries:

- Use a sorting board every time you move the animals to protect against direct contact
- Use a sorting board to steady your balance—keeping knees bent at all times
- Never put yourself in the path of animals that are moving through narrowed areas

Remain aware of your environment at all times.

5.5.1. Personal Protective Equipment (PPE)

All handlers should consider using the following PPE items, depending upon company protocol. At a minimum, you should have:

- Safety-toed boots
- Sorting board
- Knee pads
- Shin guards
- Hard hat

In addition, it might be necessary to use:

- Gloves
- Dust mask
- Eye protection
- Hearing protection

Contact your CF representative if you need assistance locating these items.

5.5.2. Weather Related Safety

Extreme Heat

- Drink more fluids regardless of your activity level. Don't wait until you're thirsty to drink.
- Wear light-weight, light-colored, loose-fitting clothing.

Heat Exhaustion

Heat exhaustion is a milder form of heat-related illness that can develop after several days of exposure to high temperatures and inadequate or unbalanced replacement of fluids. It is the body's response to an excessive loss of the water and salt contained in sweat.

Warning signs of heat exhaustion include the following:

- Heavy sweating
- Paleness
- Muscle cramps
- Tiredness
- Weakness
- Dizziness
- Headache
- Nausea or vomiting
- Fainting

Seek medical attention immediately if symptoms worsen or last longer than 1 hour.

Extreme Weather

Make sure you have at least one of the following in case there is a power failure:

- Cell phone, portable charger, and extra batteries.
- Battery-powered radio, with extra batteries, for listening to local emergency instructions.
- National Oceanic and Atmospheric Administration (NOAA) weather radio receiver for listening to National Weather Service broadcasts.

Winter storm warning term definitions

- **Winter Weather Advisory**—Expect winter weather condition (for example, accumulation of snow, freezing rain, and sleet) that could cause severe inconvenience and life-threatening hazards.
- **Frost/Freeze Warning**—Expect below-freezing temperatures.
- **Winter Storm Watch**—Be alert; a storm is likely.
- **Winter Storm Warning**—Take action; the storm is in or entering the area.
- **Blizzard Warning**—Snow and strong winds, near-zero visibility, deep snow drifts, and life-threatening wind chill.

Download the apps for your smart phone to receive the latest road and weather conditions for your areas of travel.

- IA DOT—http://www.511ia.org/
- MN DOT—http://www.511mn.org/
- MO DOT—http://traveler.modot.org/map/

Weather can significantly impact anyone's best laid plans. When severe weather occurs, communicate, stay informed, and use sound judgement before resuming your activities.

5.6. Trailer Requirements

- All market trailers must be 53' X 102" wide
- Trailers are expected to haul up to 48,0000 pounds

- Trailer empty weight can be no more than 16,000 pounds
- Trailers can be pot style or flat floor
- All trailers must be equipped with either plugs or panels to protect the pigs from cold weather
  - Driver must be able to adapt trailer to seasonal weather conditions, which may include taking out and putting in panels and plugs, depending on the weather.
  - Each driver should have the following recommended amount of shavings, depending on the weather conditions (see Seasonal Trailer Requirements).
- The trailer should be free of any sharp or protruding edges that might cause injuries
- The flooring must have a permanent tread, such as diamond plating
- The pitch of the ramps must not be greater than a 20% incline
- Ramps must have traction bars, cleat type structure, with a minimum of 6 inches spacing
- Internal lighting should be bright enough to visually see the front of the trailer looking through the rear entrance door
- Roof vents over each pen space
- Gates that secure in the open and closed positions
- A useable water system in market trailers is required
- Water systems need to spray a large droplet, not a fine mist, and hook up to a standard garden hose
- Panel plug trash box—your trailer must be capable of transporting wind boards and plugs. The box is also used for trash containment.
- Driver entrance/biosecurity door—your trailer must have a door that the driver can enter and exit for loading.

5.6.1. Tractor Cleaning Instructions

Our expectation is that the tractor should appear clean and professional looking from the outside.

Minimum Requirements

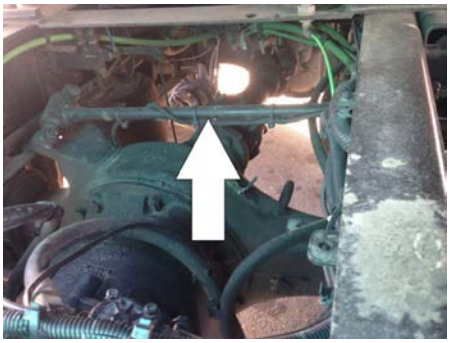
- The wash area must be capable of accepting the debris being washed off of the vehicle.
- Fan tip pressure wand (minimum 90 PSI) that will not damage the tractor's body and surfaces.

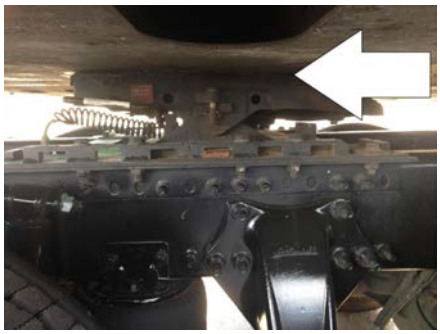
Debris Removal Process

- Pressure wash all outside surfaces of the tractor, such as, front fenders and grill, fairings and walkways, and windshield.
- Finish wheel wells, tires, rims, and mud flaps last.
- Tractor should be free of large visible areas of gravel, dirt, mud, ice, and manure.

Areas to Avoid

- Do not spray the fifth wheel plate, base of the plate, frame rails that are not accessible, and rear frame compartment, as these areas contain axle grease, which can then be distributed throughout the wash bay.





Tractor Cab Disinfection Process (after the tractor has been professionally cleaned):

- Vacuum the inside of the cab thoroughly including the floor boards, bunks, and seats. It is very important that all gravel, dirt, mud, and manure are removed from the tractor cab.
- If applicable, remove the floor mats. The mats should be washed and disinfected.
- Wipe down all hand contact points with disinfectant, including but not limited to the dashboard, steering wheels, gauges, levers, and mirrors. Wipe down the tote used to store handler materials.
- Wipe down all areas inside the cab that have foot traffic contact with disinfectant, including but not limited to, the foot pedals.
- Replenish handler materials in the tote.
- Replace the floor mats.
- Foot pedals, mats, floor boards, and steps leading to the tractor cab must be disinfected on a regular basis as the driver enters and exits the tractor cab.

Review the following stand-alone document for more details:

- Market Trailer Clean Expectations

5.7. Market Driver Biosecurity

Biosecurity

- **Clean/dirty line is defined as end of the chute.**
- All drivers to enter and exit via side door.
- If no side door, enter and exit by catwalk or chute. Some sites may require driver to enter through barn. CF will note these on the Transportation Schedule in the Comment section.
- Equipment must stay in the trailer. Driver equipment cannot be used by site staff. Exception—hot shot can be stored in tractor.
- When entering or exiting trailer from chute or barn, disposable footwear is required. Two pair per site—one pair when entering chute or barn, removed once driver enters trailer; and one pair when exiting trailer on to chute or barn.

Equipment

- Sorting boards and rattle paddles must stay in the trailer. Razz cans can be stored in clean panel box. Hot shot can be stored in tractor storage compartment.
- If wash is required, sorting boards, rattle paddles, and razz cans should be cleaned at wash. Hot shots should be cleaned by driver to reduce chance of damage.
- After wash, disinfect as much of the equipment as possible.
- After unload with no wash, scrape equipment and disinfect as much equipment as possible.

Communication Plan

- Report any issues immediately at site.
- During work hours, call Brandi (507-794-8627) or Gerry (507-794-8617).
- After hours, call Gerry (507-276-9791).

5.8. Loading and Unloading Animals

Proper preparation is critical when loading and unloading market animals. It is important to have a clear plan and all handlers involved should understand the plan. It is a best practice to load and unload as a team with each individual handler having pre-defined roles and responsibilities.

Successful loading and unloading starts with these basic concepts:

- Communication and cooperation between the driver and load crew (team) to effectively move pigs on or off the trailer
- Movement of pigs flows at their normal walking pace and the team doesn't disrupt the flow of movement
- The team understands the pattern of pig movement and adjusts appropriately

NOTE: When loading isn't going as planned, take your time, work together as a team, and adjust your actions to directing pigs that aren't moving with the flow of the other pigs. An appropriate adjustment may require asking for additional help or a change to who is pushing the flow of pigs into the trailer.

5.8.1. Communication Plan

Each of the following questions can best prepare you to work together with your team mates. If your team mate is not communicating with you, notify the CF Transportation team.

- Clean/dirty line? Who is standing where?
- How many at a time? What pace?
- Who is doing what? Roles and responsibilities?
- Expectations for trucker, loaders, unloaders?
- Feedback during load? Can we change anything?
- Pause plan/euthanasia plan?

5.8.2. Loading Expectations

The driver is responsible for the animals being moved to the trailer. Therefore, the driver has the right to determine what will be loaded on the trailer, the trailer setup, and the conditions.

- Utilize the pigs' natural flow of movement as the primary means of mobility
- When loading up the chute, do not let the pigs see you or the sorting board
- Use your sorting board as the primary tool to move pigs with
- When moving pigs, loud noises and other aggressive actions are very limited and used judiciously
- Effectively utilize the pigs' flight zone as a means to create movement but refrain from using it as a primary motivator
- Aggressive and agitated pigs need extra time for movement
- Utilize gates and panels to maintain separation from the animals
- Adjust the size of group movement with changes of control with load crew and driver
- **As soon as a pig stops moving, and cannot be motivated to move with TQA approved handling techniques, you need to ask for assistance from the site crew.**

5.8.3. Stocking Density

Overcrowding pigs on a trailer is an easy and preventable mistake. Each week, CF estimates and prepares a marketing plan, which is based on the perceived growth of the pigs and the marketing strategy of the plant the animals are sent to. Due to the nature of animals, our best estimate is only a "guesstimate." CF uses the standard transport space recommendations to preplan the appropriate stocking level in the trailers. During loading, you need to look for signs that our plan was inaccurate. It is your responsibility to ensure the animals are not overcrowded for the conditions you will be transporting in.

The following are considerations for stocking density. Space allowances should be such that pigs can lie down and stand up. On short trips, pigs may prefer to stand.

- Animal behavior such as stress, aggressiveness, and health
- Weather conditions
- Animal size
- Length of haul

If you feel that you need to put significantly less (greater than 10) head on the trailer due to animal conditions, a call **must** be made to Market Scheduler or Transportation Manager. **If any hogs are left at a site and there was no phone call made, this is a performance violation.**

Table 3 shows the TQA recommended space per pig under normal weather conditions (not hot or cold extremes). Transport losses are minimized at these recommendations, but optimal floor space is dependent upon temperature, trailer design, compartment size, etc. Changes in loading density need to be made to accommodate the weight of the pig or weather conditions.

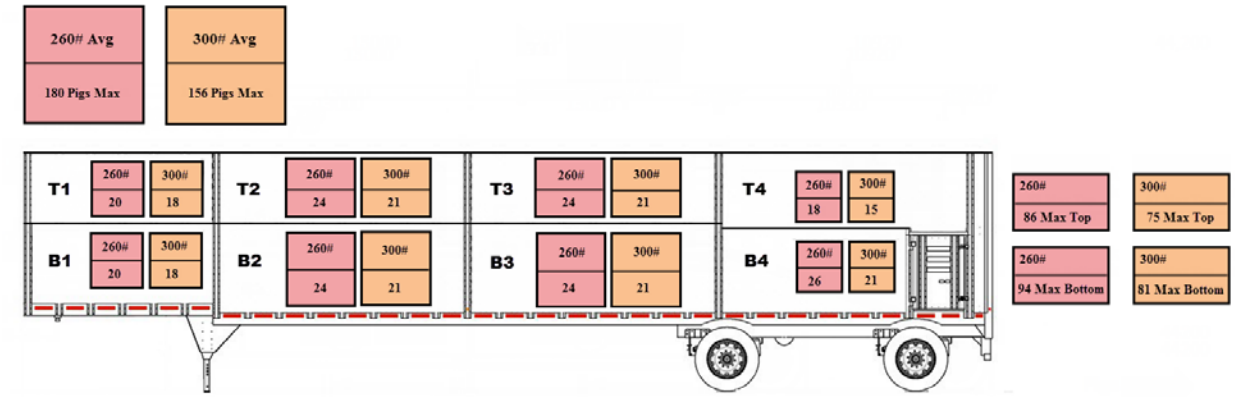
Table 3 Recommended Transport Space (Normal Weather)

Average Weight (pounds)	Square Feet per Head
50	1.53
100	2.32
200	3.48
250	4.26
300	4.79
400	6.39

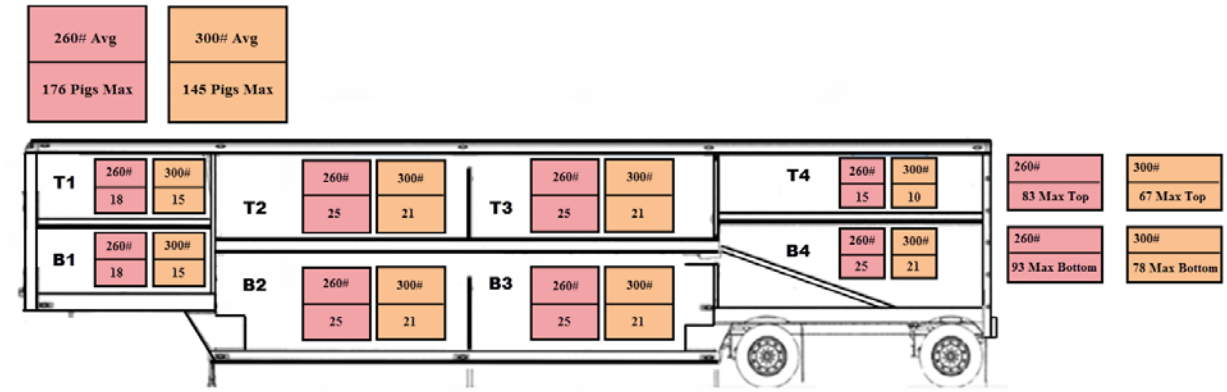
The values presented are recommendations only. It is the driver's responsibility to know the dimensions of the trailer and the maximum legal load limit for the roads and highways utilized in the transport, and to load only the size pigs that will safely fit in the trailer (with consideration to animal and weather related factors).

Sorted by weight of pig, Figure 3 illustrates the number of head per trailer compartment, the total number of pigs per deck, and the total number of pigs for the trailer.

Figure 3 Stocking Density Examples



NOTE: The number of pigs includes the doghouse and drop down floor area.



NOTE: Your trailer may be somewhat different than these examples. Due to various setups and pen sizes, follow the TQA guidelines in Table 3 for appropriate stocking density.

5.8.4. Unloading Expectations

During unloading at plants, the driver is an extension of the plant, so he must then follow the plant's rules and expectations for unloading.

- Ensure that your trailer and the unloading dock are merged correctly
- Setup proper venting for unloading
- Secure driver entrance/biosecurity door
- Entry from inside the plant, pull up the roll up door and secure rope to keep the door in the open position

Figure 4 CF Custom Trailer—Lower Deck Overhead View

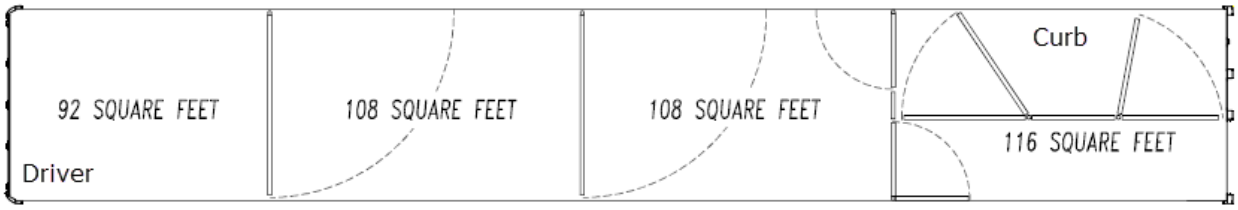


Figure 4 illustrates the lower deck overhead view of the CF custom trailer.

- First pen/driver side:
  - Use the fixed center wall to climb and position yourself towards the back of the pen
- First pen/curb side:
  - Secure the rear fixed doghouse gate to the driver side wall with the chain
  - Proceed toward the back of the pen on the driver side and allow curbside animals to exit
  - Position rear funnel gate back to center position
- Secure the rear fixed doghouse gate to the curbside wall with the chain
- Unload 2nd, 3rd, and 4th pens

Figure 5 CF Custom Trailer—Upper Deck Overhead View

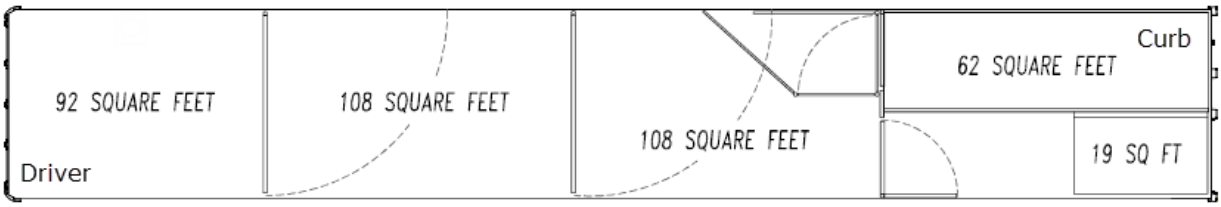


Figure 5 illustrates the upper deck overhead view of the CF custom trailer.

- Pull out ramp and unload first top pen
- Secure entrance gate to curbside wall and unload the doghouse
- After all pigs are out of the doghouse and first pen, set up the funnel gate to the ramp
- If the fold down doghouse was used, after sending the last group of pigs out of the trailer, position it back into storage position
- Unload the next two pens
- When you reach the front, close the gates behind you as you work the hogs forward
- If the hogs keep circling around you, give them less space to move by closing the next gate
- After the last pig is off the top deck, finish securing the funnel gate to its storage position
- Close top deck access gate over the ramp
- Store the pull out ramp and secure with chain

5.9. Weather Preparation

Weather conditions are another factor that can greatly affect transportation. Improper preparation for various weather conditions, especially hot and cold temperature extremes, costs the U.S. pork industry millions of dollars annually. Handlers and drivers are responsible for understanding the effects of weather on pigs undergoing transport and how to protect pigs during weather extremes. Drivers should check weather conditions along their transport route and make ventilation adjustments before pigs are loaded onto the trailer.

It may become necessary for drivers to adjust trailer ventilation during the journey due to changing weather conditions. Side boards or plugs should be added or removed accordingly to prevent the pigs becoming too hot or too cold.

Pigs do not have a thick coat of hair nor do they have the ability to sweat making them sensitive to heat and cold stress. While temperature is not always the primary cause for pigs becoming DOA or non-ambulatory, it can be a factor. DOA's are most likely to occur June through September, and non-ambulatory pigs are most likely to occur September through February.

5.9.1. Seasonal Trailer Requirements

Seasonal Trailer Requirements are the standards that we expect from all of our drivers to protect the animal welfare of the pig during transit.

It is the driver's responsibility to protect the pigs during all weather conditions. The number of bags used must be determined by the driver with the expectation that the pigs will be warm and dry during the colder months of the year, and comfortable and able to absorb moisture during the hotter months of the year. The wood shavings in the trailer must also be able to keep the pigs from slipping and sliding during the loading and unloading process.

Each driver should have the following recommended amount of shavings, depending on the weather conditions, as stated from the National Pork Board (Table 4).

Table 4 Recommended Truck Setup Based on Temperature (Market Pigs)

Air Temp (°F)	Bedding[6] (bags of shavings per trailer)	Vents CLOSED	Open Vent Restriction
≤10°	Heavy (6 bags)	90-95%	**NO** open vents in direct contact with pigs
11-20°	Heavy (4-6 bags)	75-90%	
21-30°	Heavy (4-6 bags)	50-75%	
31-40°	Medium (3-4 bags)	50-75%	
41-50°	Medium (3-4 bags)	25-50%	
51-60°	Medium (3-4 bags)	0-25%	
61-90°	Medium (3-4 bags)	0%	
>90°	Light (1-2 bags)	0%	

The quantity of wood shaving bags are based on using a wood shaving that is a medium sized flake, and a bag that expands to approximately 7.5 cubic feet. The volume of bedding needed will be dependent on the distance of transport. Use of excessive bedding during warm or hot weather may cause increased pig losses. Depending on the condition of the trailer, you may need to add additional clean shavings to keep the pigs comfortable before loading your next load.

5.9.2. Summer Weather

It is important to prepare for hot weather. Along with high humidity, hot weather can be deadly to pigs, due to their lack of functional sweat glands.

Watering systems in market trailers are required. Each market trailer should make sure that the watering system is functional prior to loading on hot, humid days. Sites must have working water hoses when the temperature is above 60° F. If the site does not have a working water hose, the driver **must** call the Market Scheduler or Transportation Manager immediately.

[6] Professional judgment of the driver and transport staff, and knowledge of the local conditions may allow bedding amounts that are different than these recommendations.

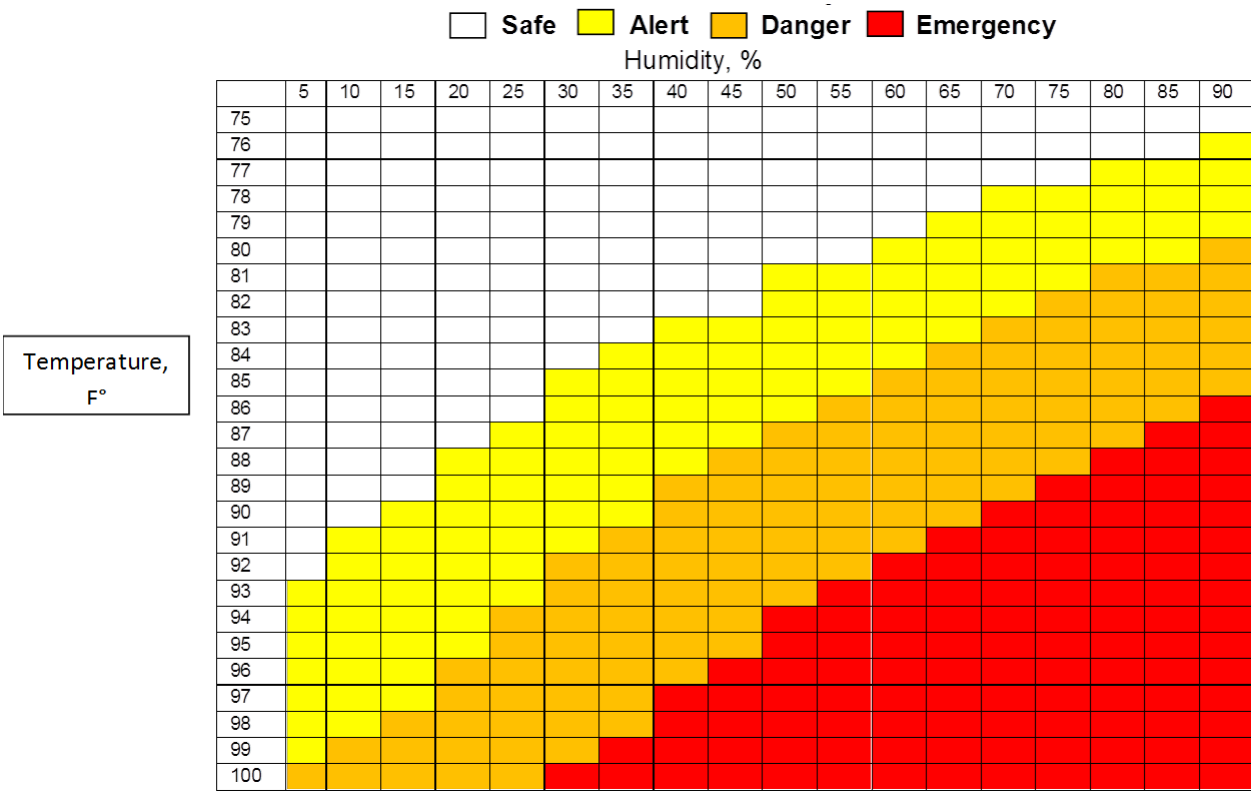
- It is ultimately at the driver's discretion to make the decision to water. Factors such as distance, wind direction, pig condition, and plant wait time all become considerations before applying water.
- When the temperature is over 80° F, sprinkle just enough water on pigs to cool them down 5-10 minutes, and then get on the road to cool them further. Remain in motion to generate airflow and evaporative cooling.

NOTE: Due to the extreme temperature in a trailer during the summer months, we strongly encourage you to **avoid any and all stops** while loaded and en route (sleep, eat, and/or restroom stops). In the event of any unscheduled stops (breakdown, illness, accidents), **notify CF immediately**. It only takes a minute for the trailer to heat up.

Livestock Hot Weather Safety Index

The livestock weather safety index (Figure 6) provides a guide to help illustrate the severe risks to livestock when both temperature and humidity increase.

Figure 6 Livestock Hot Weather Safety Index



Locate the expected temperature in the column on the left. Draw a straight line from that temperature across the chart until it intersects with the expected relative humidity.

- When conditions are in the "ALERT" zone, drivers need to be careful to keep livestock cool.
- Temperatures above 100° F (38° C) are always "*DANGER*," and if the relative humidity is above 25%, the situation is an "*EMERGENCY*."
- When conditions get into the "DANGER" and "EMERGENCY" zones, schedule transportation early in the morning or at night to avoid the hottest part of the day.

5.9.3. Fall, Winter, and Spring Weather

The following measures are precautions to be taken to help ensure the well-being and safety of pigs being transported:

- Keep pigs dry
- Load fewer pigs per load
- Make sure trailer is completely dry after washing
- Use panels and plugs to protect pigs at pig level from crosswinds
- Use proper bedding and boarding based on the weather conditions
- If you have to stop, animals must be protected from extreme weather conditions. If possible, the trailer should be parked in an area that provides protection from the snow, wind, or freezing rain. In addition, monitor trailer conditions and adjust trailer boarding to ventilate the trailer to prevent condensation build-up.
- Do not assume the trailer should be fully closed

Determine the trailer requirements as per the previous guidelines (Table 4), based on the outside temperature.

NOTE: Freezing temperatures and wind chills are very dangerous to the safety of pigs. Frostbite is a serious animal welfare issue**. Failure to properly protect the hogs during the cold weather is inhumane and will not be tolerated.** You may need to add or remove punches or slats while en route if the temperature changes. Closing all vents at pig level during extreme cold temperatures will further protect the animals during transport. At temperatures of 40° F and below, all direct air contact to pigs must be eliminated.

Trailer Paneling Examples:

- 25% paneling—1 panel in, 3 panels out
- 50% paneling—1 panel in, 1 panel out
- 75% paneling—3 panels in, 1 panel out
- 90% paneling—5 panels in, 1 panel out

Once you reach the driver side ramp area, all panels are applied until you reach the end of the trailer.

Plan ahead. Take extra plugs and panels with you. Arriving for loading without the necessary plugs and panels for transport is a performance violation.

5.10. Trash Control

It is very difficult to maintain control of trash.

Once drivers leave a site, trash that was disposed of doesn't always remain in the dumpster. Therefore:

- CF requires that you to take all trash articles with you and contain in your panel box. Dispose of the trash at the delivery plant or washout locations.
- **Leaving trash and/or empty wood shaving bags at a farm site is a performance violation.**

6. Packer Requirements

6.1. Triumph Foods

Triumph Foods

5302 Stockyards Expy.

Saint Joseph, MO 64504

6.1.1. Truck Driver Market Hog Delivery Procedures

1. **Unscheduled Arrival Time**—If your expected arrival time will be more than one (1) hour before or after the scheduled delivery time, notify the Triumph Foods hog procurement office (816-396-2736) as soon as this situation is known.
2. **South Entrance**—All livestock trucks should use the south entrance to enter the Triumph Foods plant at 5302 Stockyards Expressway, Saint Joseph, Missouri.
3. **Unloading Docks**—Drive to an available unloading dock. If all the unloading docks are being used, wait in line for the first available dock.
4. **Spray Water on Hogs in Hot Weather**—Water hydrants are available on the north side of the truck staging road. You must spray hogs with water during hot weather while waiting for a dock to become available.
5. **Bill of Lading**—Upon arrival at an unloading dock, prepare to unload and enter into the receiving alley area. Bring the white copy of the Triumph Foods bill of lading to the receiving station computer nearest to your unloading dock.
6. **Begin Unloading**—Enter your trailer through the receiving alley and begin unloading when a plant employee is at the tattoo chute and is ready for you to start unloading.
7. **Halting of Unloading**—Be prepared to stop unloading hogs at any time upon the direction of plant employees. This could occur for several reasons, such as fatigued or non-ambulatory hogs, moving hogs too fast, or inhumane handling.
8. **Request Assistance**—*Mistreatment of hogs and inhumane handling will not be tolerated under any circumstance*. If you are having difficulty unloading one or more hogs, notify the plant employee at the tattoo chute and request assistance.
9. **Removal of Non-ambulatory Hogs**—Hogs must not be allowed to step over a non-ambulatory hog. If a non-ambulatory hog is not in an isolated area of the truck, the unloading process must stop immediately so that the non-ambulatory hog can be removed. If a non-ambulatory hog is in a safe, isolated area of the truck, unloading can continue until completed, and then the non-ambulatory hog can be removed. Notify the plant employee at the tattoo chute whenever you have a non-ambulatory hog. Plant employees will assist you in removing non-ambulatory hogs.

10. **Dead on Arrival (DOA) Hogs**—Notify the plant employee at the tattoo chute if you have any dead hogs so that he can tattoo the dead hogs. You are also required to record the number of dead hogs on the bill of lading.
11. **Removal of Dead Hogs**—If you have dead hogs on your trailer, proceed to the area as directed by plant employees after all other hogs have been unloaded. Remove the dead hogs and leave them on the ground.
12. **Restrictions**
    - Use of electric prods is **NOT** permitted while unloading livestock. If you are having difficulty unloading animals, notify plant employees and ask for assistance.
    - At no time are truck drivers authorized to enter the procurement office or stockyards, except to leave the bill of lading at the receiving station computer, or to enter and exit the trailer.
13. **Litter**
    - The state of Missouri is very insistent that Triumph Foods take all steps possible to ensure that no truck litter and manure go into our storm water detention ponds. The water from these ponds does not go to wastewater treatment, but instead drains directly into the Missouri River.
    - To control the runoff from the truck dock area, we are in the process of installing curbs on the North and South sides of the unloading area, and a speed bump on the West end about 60 feet from the unloading docks. Two new drains will also be installed in the West end of this containment area.
    - NO TRUCK LITTER CAN BE DISPOSED ON SITE. Truck drivers are not allowed to dump any bedding anywhere on Triumph Foods' property. We have posted signs at all of the walk-in doors at the truck docks with this reminder.

Truck drivers are not allowed to perform any plant functions including, but not limited to, tattooing, movement of hogs beyond the tattoo chute, or use any plant equipment, except for the water hydrants and hoses at the truck staging area. These water hoses may only be used to spray water on the hogs in the trailer and to wash off boots.

NOTE: Triumph employees will start asking drivers for their gate numbers so that it can be written on the Triumph Foods' paperwork. If the driver doesn't know it, they will be told that it is fine for this time, but the next time they come in, they better have it. Drivers must stop and enter their gate number into the key pad, even if the gate is open. If the computer is not working, the driver must tell someone so that a Triumph employee can get it working again. Triumph is trying to get the most accurate information recorded, including making sure that the correct loads are matched up with the correct dock times (see Gate Numbers).

6.1.2. Humane Handling Rules for Drivers

1. The driver is responsible for following Triumph's humane handling requirements. If the driver does not comply with Triumph's requirements, Triumph may ask the driver to stop unloading the hogs.
2. No electric prods ("hot shots") or plastic bats.
3. No kicking or pulling on live hogs by the ears, tail, or feet.
4. No excessive force, excessive hitting, hitting in the face, or aggressive unloading practices.
5. No loud noises, yelling, or abusive language.
6. Do not hit or prod a non-ambulatory hog (a hog that cannot walk). Ask for assistance to move non-ambulatory hogs.
7. No driving of hogs over non-ambulatory hogs.
8. Internal trailer ramps must have sides to prevent hogs from falling off the side of the internal ramp.
9. Do not force hogs to jump from one level or compartment of the trailer to a lower level or compartment.
10. Do not drop live hogs to the ground from the rear or side doors of the trailer.
11. Notify a Triumph employee anytime assistance is needed during unloading.
12. Stop unloading when a non-ambulatory hog is in the tattoo chute so that Triumph can euthanize the hog.

6.1.3. Recommended Truck Setup Procedures

During many days, the daily high and low temperatures can vary as much as 20-30° F. It is the trucker's responsibility to protect the pigs during extreme weather conditions. Therefore, it may be necessary to adjust the trailer vents throughout the day, during transit, or upon arrival at the plant (Table 5).

Table 5 Recommended Truck Setup Based on Temperature

Air Temp (°F)	Bedding[7] (bags of shavings per trailer)	Vents CLOSED	Open Vent Restriction
≤10°	Heavy (6 bags)	90-95%	**NO** open vents in direct contact with pigs
11-20°	Heavy (4-6 bags)	75-90%	
21-30°	Heavy (4-6 bags)	50-75%	
31-40°	Medium (3-4 bags)	50-75%	
41-50°	Medium (3-4 bags)	25-50%	
51-60°	Medium (3-4 bags)	0-25%	
61-90°	Medium (3-4 bags)	0%	
>90°	Light (1-2 bags)	0%	

Helpful guidelines to prevent frostbite:

- **Vents**—Eliminate wind chill; don't leave vents open that are in direct contact with the pigs.
- **Bedding**—Use clean, dry bedding.
- **Don't Overcrowd**—Allow space for pigs to move away from drafts or cold metal panels.

Other trucker requirements:

- **TQA**—Truck driver must be TQA certified and have a TQA card to deliver hogs to the plant.
- **Cleaning**—To protect against cross-contamination of Ractopamine, all trailers must be clean and organic materials from other producers must be removed prior to loading CF pigs.
- **Bedding**— Trailers must have sufficient bedding to prevent slips and falls. Cattle trailers must be scraped out and fresh bedding added.

NOTE: Inspect the trailer **before** Loading. DO NOT load pigs into the trailer until it has been set up properly.

6.1.4. Hot Weather Plan for Livestock Trucks

The purpose of Triumph Foods' Hot Weather Plan for Livestock Trucks is to keep animals as cool as possible during hot weather by reducing the time that loaded livestock trucks are waiting in line at the plant. During hot weather, it may be necessary for trucks waiting in line to drive on the highway to generate sufficient air movement to cool the hogs. Specific procedures of the Hot Weather Plan follow:

1. **Notification**—The Procurement office will initiate the Hot Weather Plan by notifying producers and the security office. The producer notification will be completed through the Triumph Livestock Hot Line, e-mail, and/or direct contact with producers and their drivers.

The security office will notify trucks upon their arrival that the Hot Weather Plan has been initiated.

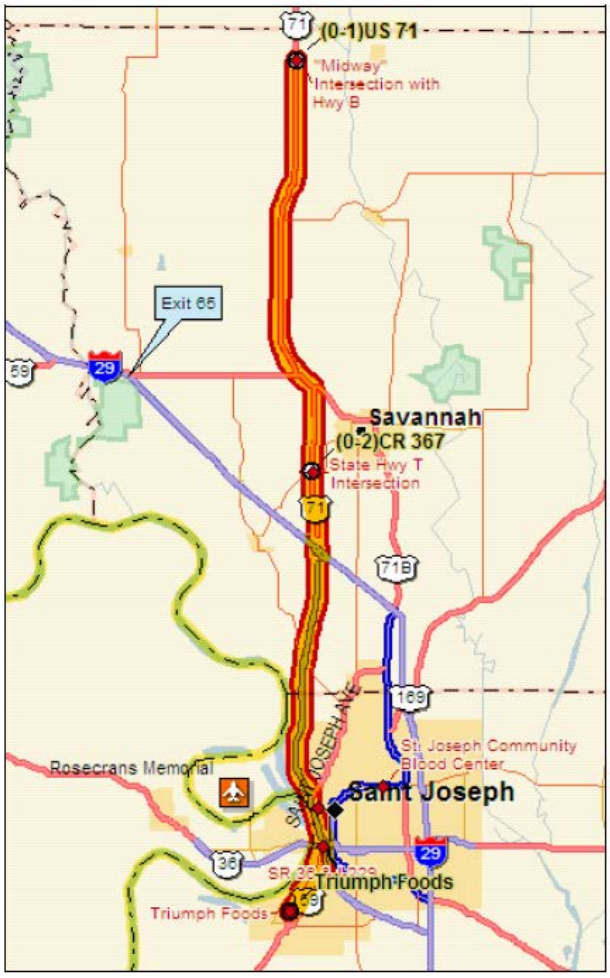
2. **Truck Arrival Log—**Upon arrival at the plant, the truck driver should follow the normal check-in procedure by entering his load number at the security gate. The security office will make contact with the driver during check-in and record the following information on a log sheet:

[7] Professional judgment of the driver and transport staff, and knowledge of the local conditions may allow bedding amounts that are different than these recommendations. Use of excessive bedding during warm or hot weather may cause increased pig losses.

- Time of arrival
- Truck driver's name
- The trucking company name
- Producer's name
- Cell phone number

3. **Access to Water—**Only trucks that have access to water while waiting in line will be allowed to wait in line at the plant. Trucks will be allowed to water the hogs before leaving the plant to drive on the highway.
4. **Highway Driving—**After the hogs have been watered, trucks must leave the plant and drive on the highway to generate sufficient air movement to cool the hogs. The driver may choose any highway route that he prefers. Some suitable routes are shown in Figure 7. Trucks will be allowed to come back to the plant for water before they have been called to unload.

Figure 7 Suitable Hot Weather Plan Highway Routes



Roundtrip distance to & from:

- "T" Stop = 29 miles
- "Midway" = 57 miles
- I-29 Exit 65 = 42 miles

5. **Notification to Unload—**As trucks are needed for unloading, the Procurement office will call the truck driver's cell phone to notify them to arrive at the plant. For trucks that arrive on time, the truck drivers will be contacted in the order that they arrive. Trucks that arrive early or late will be called as space becomes available for them to unload.

6. **Triumph Foods Contact Information—**Truck drivers or producers may call the following numbers to get an update on the number of trucks waiting to unload:

   - South Security Office (816) 396-2702
   - Procurement Office (816) 396-2736
   - Livestock Hot Line (816) 396-2899

6.1.5. Gate Numbers

The gate number that is provided by Triumph Foods will be located on your schedule, under the load that it coincides with (Table 8).

Triumph Foods requires all drivers to enter the gate number into the key pad by the gate before entering, even if the gate is open.

Table 8 Gate Numbers

Load#	Source State	Source (Barn)	Load Time	Arrive Time	Est Qty	Est Wgt	Head Type	PF EU	Trucker	Trlr	Rate + Fuel
Thursday, January 1, 2015 PIC Week #4											
262479	MN	F116 (2)	4:15p	12:00a	163	270	Close out	0		-3	
	Gate # 30503002										
263667	IA	F088 (2)	7:00p	12:15a	155	275	Close out	0			
	Gate # 30503003										
266419	MN	Scott Ron (2)	5:00p	12:15a	165	280	Close out	0		-1	
	Gate # 30503004										
268495	IA	Van Wyhe Fin (2)	7:30p	12:45a	160	260	Close out	0			

The gate number must also be written on the Triumph Foods' paperwork at the docks so that the clerks can make sure that the correct loads are matched up with the correct dock times.

6.1.6. Triumph Driver IDs

Effective December 2016, Triumph Foods will begin a process to register all livestock truck drivers who deliver pigs to Triumph. The purpose of this registration process is twofold: (1) it will make the driver check-in process more efficient; and (2) it will ensure driver compliance with Triumph's TQA certification requirement.

This registration process is very simple. The driver will be asked to do the following:

- Show a current TQA card
- Show a driver's license (or other photo ID)
- Sign Triumph's "Humane Handling Acknowledgement for Livestock Transporters"

If the driver does not carry a TQA card, Triumph will be able to verify the driver's TQA number and certification status on the National Pork Board's web site.

After the driver provides the above information to Triumph, Triumph will make a Triumph Driver ID Card with a magnetic strip. This card will be given to the driver during a subsequent delivery. After the driver receives this card, the driver will simply swipe the Triumph Driver ID Card during the check-in process. This will eliminate the need for the driver to sign the Triumph Humane Handling Acknowledgement each time the driver arrives (as is currently required), and it will verify that the driver has a valid TQA certification.

6.2. Tyson

6.2.1. Loading—Waterloo

- All drivers must check in and sign in at the scale house **upon arrival at the plant**.
  - All drivers delivering into the Tyson Waterloo Plant must read and sign the Animal Handling Manual for Livestock Haulers, prior to unloading any animals.
- When it is your turn, back the trailer into an open dock.
- Place paperwork in the mouse trap at the end of the unloading dock, or give it to the alley man that is helping to move the hogs.
- Handle animals gently and smoothly when unloading. Keep hogs calm when working with them.
- Use electric prods (hot shots) as little as possible to drive animals—use flags and solid panels instead.
- Move animals in small groups—4 to 5 at a time.
- It is recommended that you not move animals in large enough groups to fill a section in a truck, unless it requires less than 5 animals.
- If there is a non-ambulatory animal on your trailer, the driver must:
  - Stop loading and do not unload any animals over the top of a non-ambulatory pig
  - Contact plant personnel
  - Use the sled to remove the pig from the trailer
  - Animals deemed unable to be unloaded will be humanely euthanized on the trailer
- Ensure that your trailer and the unloading dock are merged correctly.
- Ensure that there are no distractions when trying to unload. For example, someone standing at the exit, extreme bright lights, or equipment in the chute.
- Take the time to minimize distractions in the environment before moving pigs and pay attention to what pigs are telling you with their body language.
- Knowing how to respond to influence pig behavior is the key to effective handling.
- The fewer people present, the simpler it is for pigs to keep moving, and the easier it is for the people moving them.
- Pushing, pulling, or kicking non-ambulatory or ambulatory animals is prohibited.
- During periods of extreme heat and/or long waits—use water to wet animals as needed. It may be necessary to drive trailer around to generate air movement.

6.3. Excel

6.3.1. Delivery Schedule

If delivery is not made within the hour window of the scheduled time, a $100.00 delivery charge will apply. All trucks are required to be scheduled prior to delivery. An hour window is provided around your scheduled delivery time to provide for any unforeseen circumstances that may delay or cause early arrival. Notify the plant if a delivery time will be missed.

6.3.2. Hot Shot / Electric Prod Use

Hot shot (electric prod) usage is not allowed on Cargill Meat Solutions (CMS) property. The following is a list of sorting tools and/or driving aids recommended by the National Pork Board that will allow you to move animals in a safe, humane, and efficient manner.

- Lightweight sorting boards
- Plastic ribbons tied to sticks

- Nylon flags
- Plastic paddles
- Witch's cape

If you feel you are unable to unload the hogs from your trailer without the use of an electric hot shot, notify the CMS management. CMS management will help evaluate the situation and assist in determining the best course of action.

6.3.3. Delivery Requirements

Hogs properly handled provide the highest value to the entire pork chain. The following requirements for delivering hogs to CMS facilities will help to ensure proper animal handling.

- Truck driver must be TQA certified and have a TQA card to deliver hogs to the plant.
- Truckers must check-in at the guardhouse and present TQA card and valid driver's license.
- Do not drive ambulatory animals over non-ambulatory animals that are in the path of unloading.
- If there is a non-ambulatory animal on your trailer, it will be humanely euthanized.
- Ensure that your trailer and the unloading dock are merged correctly.
- Ensure that there are no distractions when trying to unload. For example, someone standing at the exit, or equipment in the chute.
- Move the animals at a normal walking pace in small groups—approximately 3 to 5 head during the unloading process.
- Pushing, pulling, or kicking non-ambulatory or ambulatory animals is prohibited.
- Move small groups with rattle paddles, or similar devices with minimal contact to animals.
- Hot shot (electric prod) usage is not allowed on CMS property.
- Do not make loud noises to move the animals—this only serves to excite them and cause confusion.
- Be aware of footing surfaces—do not allow animals to slip and/or fall.
- During periods of extreme heat and/or long waits—use water to wet animals as needed. It may be necessary to drive trailer around to generate air movement.
- CMS reserves the right to refuse delivery of hogs to the facility from those who fail to humanely handle hogs or arrive without proper bedding and/or ventilation for their trailer.

IF IN DOUBT DURING THE UNLOADING PROCESS—STOP AND CONTACT CMS MANAGEMENT PERSONNEL FOR ASSISTANCE.

6.3.4. Egregious Acts / Disciplinary Actions

Definition

An egregious situation is any action that is cruel to animals, or any condition that is ignored and leads to the harm of animals, such as:[8]

- Excessive beating and/or prodding of ambulatory or non-ambulatory animals
- Pushing, pulling, or kicking non-ambulatory or ambulatory animals
- Dragging conscious animals by an extremity (ears, legs, tail, etc.)
- Running equipment over an animal
- Intentionally driving animals over the top of non-ambulatory animals
- Driving animals off semi-trailer drop off without providing adequate unloading facilities (that is, animals falling to the ground from a transport door or other elevated surface)
- Any other condition or action that intentionally causes unnecessary pain and/or suffering to animals—including situations on a truck
- Flagrant and intentional violation of bedding and boarding requirements—resulting in undue stress and discomfort to the animals, including but not limited to severe frostbite and increased dead and down

[8] Food Safety and Inspection Service (FSIS) Notice 12-05.

incidences. If this occurs, USDA will be notified of the situation upon arrival of the truck and of our intent to unload the truck only if it is in the best interest and welfare of the animals. If approval to unload is denied by the USDA, or based on CMS' opinion, it is not necessary to unload animals to ensure the animals' welfare, the truck will not be allowed to enter CMS property. In either case, drivers' privileges to deliver to any CMS pork facility will be terminated.

Zero tolerance—termination of trucker's privileges.

6.3.5. Animal Safety / Welfare Concerns

An animal safety or welfare concern is any act(s) that has potential to pose a safety threat or harm to animals if not addressed immediately.

- Excessive animal piling
- Trailer in poor repair and/or faculty equipment
- Overcrowding trailer[9]
- Failing to follow emergency hot weather plan
- Violation of hot shot policy
- Not utilizing water system during appropriate weather conditions
- Unintentional violation of bedding and ventilation requirements

6.4. JBS Swift

6.4.1. Arrival

- Keep to scheduled dock time. If you are going to be late, let the plant know.
- When the temperature is over 80° F, sprinkle just enough water on pigs to cool them down 5-10 minutes, and then get on the road to cool them further. Remain in motion to generate airflow and evaporative cooling.
- In cold weather, the trailer shall be adequately enclosed and bedded.
- After backing into an empty chute, go to the scale house window. Notify the scaler where the hogs are coming from, the order they will come off the truck, freight charges, etc.
- Present TQA card to Designated JBS Management Personnel prior to unloading.

6.4.2. Unloading

- **Hot shot (electric prod) usage is not allowed on JBS property.** Should a circumstance arise in which a driver cannot get their hogs off the truck, they should contact a JBS management employee to help evaluate the situation and assist in determining the best course of action.
- Make sure alley is clear of all non-ambulatory (slow) or dead animals prior to unloading.
- If an animal becomes non-ambulatory (slow) on the truck, there will be sleds provided to transport the animal, or notify plant personnel of the need for the animal to be humanely euthanized.
- At no time should an animal be pushed, pulled, or dragged by an extremity (ears, legs, tail, etc.).
- Hogs will be given adequate space and gated in unloading alley.

6.4.3. Processing of Load

- Upon buyer's request, drivers will bring hogs to scale in drafts of 50-55 head.
- Drivers will verify proper head count with JBS staff by signing scale ticket.

6.4.4. Zero Tolerance

- **IMPROPER ANIMAL HANDLING WILL RESULT IN DISCIPLINARY ACTION.**
- Professional conduct will be expected at all times.

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[9] Square footage recommendations provided by the National Pork Board.

7. Appendix

The following attachments are provided as resources to both the Contractor and the driver.

- Contractor Checklist
- New Driver Information
- Driver Checklist
- Driver Loading Credentialing
- Animal Welfare Policy Statement (Contractors) – Signature Page
- Animal Welfare Policy Statement (Drivers) – Signature Page
- Clean Market Trailer Expectations
- CF Mobile Application User Guide for Contractors

8. Revision History of this Document

Version	Date	Description
Rev A	06.01.2007	Issue date.
Rev B	01.02.2012	Revision date.
Rev C	12.07.2015	Edit and new template.
Rev D	12.31.2015	Incorporate TQA training material.
Rev E	03.01.2016	Incorporate review feedback.
Rev F	03.03.2016	Add Resources chapter.
Rev G	06.26.2016	Major revisions and rewrite.
Rev H	01.20.2017	Edit & incorporate review feedback.