

Handling / Loading Totes

Q-07

It is the freight handler's responsibility to use **Extra Caution** when handling totes. A container holding more than 119 gallons of liquid is considered a "tote".

RDD 11/04 * HU 1

ROUTE: **FAR** DOOR: **57**

***HAZARDOUS**

UNLOADER: _____

LOCATION: _____ DESCRIPTION _____

LOADER: _____

EXCEPTIONS: _____

Totes may contain either non-hazardous materials or hazardous materials. It is the freight handler's responsibility to know if contents are hazardous or not. The Dock Handling Copy for the shipment being handled will state if the shipment is hazardous or not. Ask questions if unsure.

If a shipment contains hazardous materials and is loaded to a trailer, the location that shipment is loaded on the trailer **MUST** be notated on the diagram of trailer on Outbound or City manifest or bar coded cover sheet. Bar coded cover sheet shown to the right.

(TOP VIEW) FRONT

1/4

1/2

3/4

FULL

BACK

NOTE: Diagram ALL Hazardous Material

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Driver: At the Point of Pick Up, check freight for potential claim problems such as: protruding drain valve tube, drain valve on/off handle, etc. Also insure that packaging is in good order and no leaking is apparent from filler plug/cap to drain valve. If any of these problems exist, we must protect ourselves at LME from a potential claim problem and not accept a tote that is not properly packaged, labeled or leaking. If there is any question as to condition of packaging and protruding valve parts, placarding questions, contact your dispatcher or manager.

Dock: Freight Handlers must use **Extra Caution** when handling totes.

- Know where your forklift blades are at ALL times. Avoid spearing tote.
- When loading watch for protruding wood or metal on trailer walls
- Watch for protruding parts. Valve tubes, valve handles, etc. Damage to these will cause leak. Protect with dunnage.
- Use dunnage to protect loaded totes from other freight loaded around them.



- Insure loaded totes are **SECURE**.
- Do Not stack freight on top of these totes as caps may be damaged and result in leak / spill.
- Use "Drums or Pails Ahead" signs to alert un-loaders to use Extra Caution.
- (If Haz-Mat) perform a secondary check for proper labeling.
- When HM totes unloaded, remove placards from trailer. When HM totes loaded, apply placards to trailer. See Supervisor if any questions.

Dock Training Module