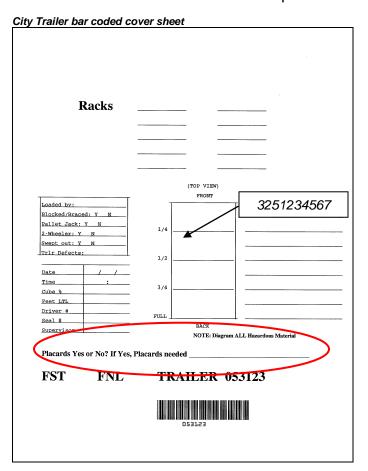
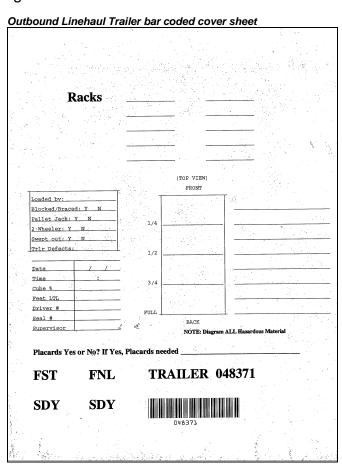
When setting up an <u>Outbound</u> Linehaul trailer or <u>City Peddle</u> trailer to be loaded or a <u>Trap Trailer</u> at your dock, **print a bar coded trailer cover sheet.**

When setting up an outbound trailer in the "Load/Close" option (Option 5 on Dock Automation Menu), a bar-coded trailer cover sheet will automatically print.

When setting up a City Peddle trailer. Go to option titled "Print Trlr/SCAC Bar Code" (Option 13 on Dock Automation Menu). Any Trap Trailers set up at the dock – use Option 13 to print cover sheets for those trailers so that location of shipments containing Hazardous Material is known.





- Hazardous Material: Loaders are to diagram location of shipments containing Hazardous Materials.
- Pallet Racks: Note pallet rack/freight table 4 digit numbers when utilized on outbound trailers
- Supervisors to sign off on completed loads, insure all applicable fields are populated on the left side of cover sheet and fill in "Placards needed" field on cover sheet
- A copy of this cover sheet to travel with Driver so that location of shipments containing Hazardous Material is known



