



BTSBIOENERGY

WELCOME!

Maryland Bioenergy Center-Jessup

7900 Oceano Avenue Jessup MD 20794

DRIVER SAFETY ORIENTATION
WORKPLACE HAZARDS/BIOGAS SAFETY

Proprietary & Confidential

SECURITY & GUIDELINES

- Drivers are required to review and agree to the Facility Rules.
- Drivers are only permitted during normal business hours.
- Drivers must sign in at the weigh station upon arrival.
- Drivers must be accompanied or supervised by Facility staff when not in or around the immediate vicinity of the delivery vehicle.
- Owner reserves the right to eject any person for violating these rules.
- These rules are subject to change at any time at Owner's discretion.

FACILITY ACCESS

- Access is not permitted to areas indicating a hazard, restricted access or roped-off.
- No hunting or fishing; do not approach pond or drainage ditch areas unless authorized by the Owner, where applicable.
- No pets or children allowed on Facility site.
- Photography or video/audio recording of any type is prohibited onsite without prior permission.
- Access is not permitted to process areas especially NFPA classified zones. Drivers are limited to the offloading and tip floor areas only and must remain with vehicle

SMOKING, ALCOHOL, DRUGS, AND FIREARMS

- Illegal drugs, paraphernalia, alcohol, and firearms are prohibited at the Facility.
- Entering the Facility while under the influence of alcohol and/or drugs is prohibited.
- Smoking, food, and beverages are permitted in designated areas only. No smoking in vehicle.

EMERGENCIES, MEDICAL

- Immediately report any accident, incident, near miss, or injury to the Facility staff.
- If you hear a plant alarm or siren, listen for directions from an Owner's representative.

SAFETY REQUIREMENTS

- Always follow the directions of posted safety signs and listen to directions from Facility staff.
- Drivers must follow the Standard Operating Procedures (“SOP”) for loading and unloading process materials (discussed later).
- Do not touch any Facility machinery, chemicals, or controls unless specifically authorized.

SAFETY AND ENVIRONMENTAL OBSERVATIONS AND NON- COMPLIANCE

Any observations or noncompliance with these SOPs will be documented by the Operator or Driver on the HSE Observation form and submitted to the Facility Manager. Copies of such form are located at the Facility office front desk.

PPE

- Some areas may have PPE requirements identified in the posted signage.
 - High visibility clothing, hearing protection and hard hats are required in certain areas and can be provided if necessary.
 - Safety footwear is required when outside the vehicle in production areas; open-toed shoes are strictly prohibited.
- Minimum safety PPE (See Figure 1) required when outside the vehicle in the receiving area include:
 - Hard Hat
 - Steel or Carbon-Toe Safety Shoes
 - Water-proof gloves such as nitrile
 - Safety Glasses
 - High Visibility Clothing

ESSENTIAL PPE



Figure 1 PPE required (Except Radio)

SOP: GENERAL RESPONSIBILITIES HAZARDS AND RISKS

Drivers should take note of the following hazards:

- Traffic and Machinery
- Physical Hazards
 - Physical Hazards may include splashing, odors, equipment noise, heat/cold, slips, and trips/falls.
- Emergency Spill Response

During the waste unloading operation, a spill could occur leading to uncontrolled spills of water, fuels, oil, solid/liquid waste. The Driver shall promptly notify an Operator if they observe a spill. Operators are Occupational Safety and Health Administration (OSHA) and Emergency Response trained personnel and shall direct the proper response in the event of a spill. All necessary response materials are provided and available in the unloading area.

EVACUATION PLAN

The Evacuation route showing the location of the muster point, spill kits, and fire extinguishers described in the Emergency Response Plan.

In the event of an alarm, drivers are to listen for instructions from facility staff and move to the muster point immediately

Emergency Evacuation / Response

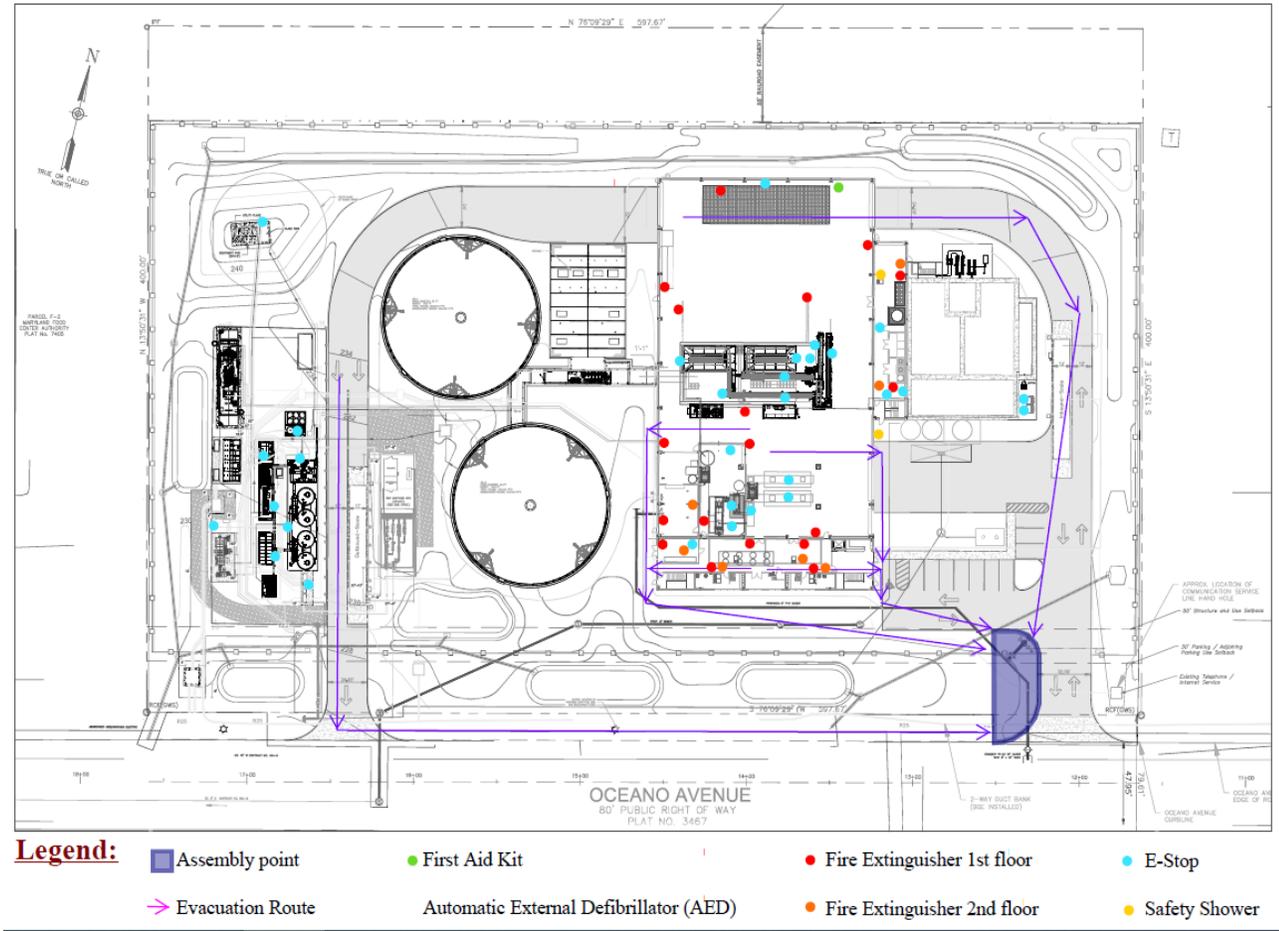


Figure 2 Evacuation route

SOP: PROCEDURES

Unless prior arrangements are made, deliveries will be received during normal operating hours 7 days/week 5AM-5PM, with exception of holidays. Vehicles will observe all posted traffic signs and pedestrian crossing patterns and remain within shown traffic circle (Figure 3). Off-hour deliveries may be coordinated with Commercial Account Manager.

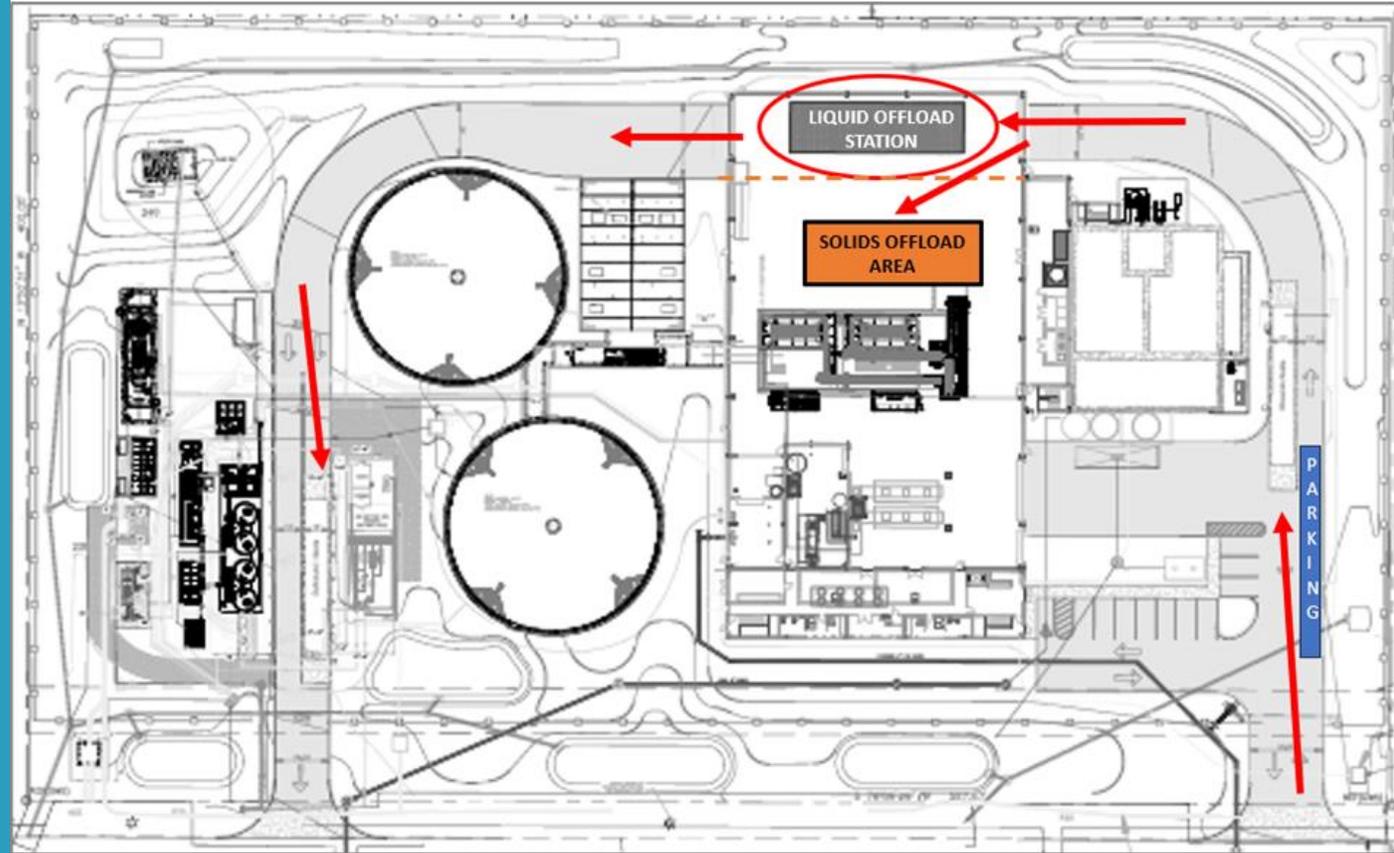
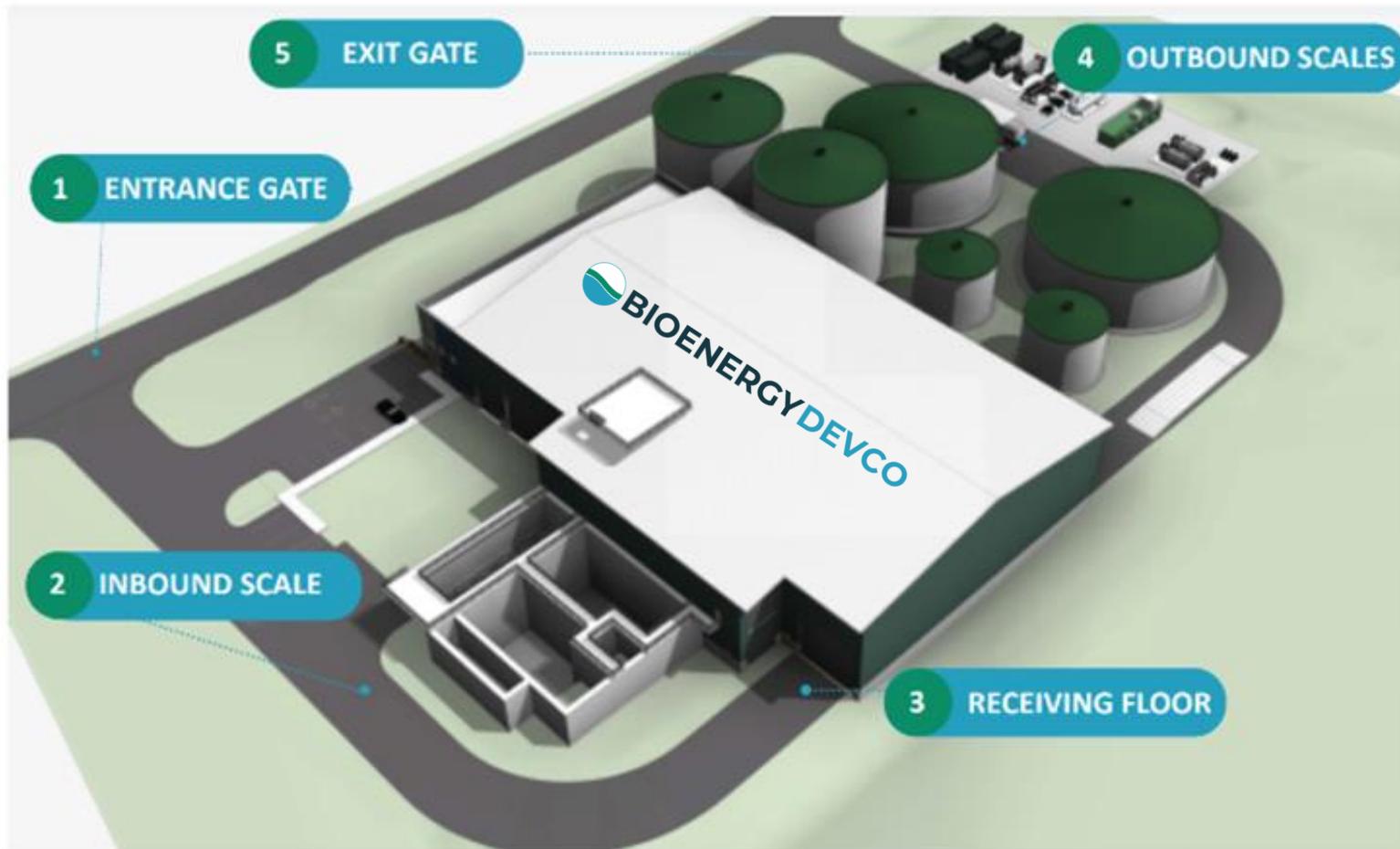


Figure 3 Site Layout



1 ENTRANCE GATE
 We accept waste 7 days a week from 5am to 5pm. Enter property and proceed to Inbound Scale.

2 INBOUND SCALE
 Use the MyTruckScales app to sign in and collect full weight - see Scale Kiosk instructions for more info.

3 RECEIVING FLOOR
 Under direction of floor operators, proceed into receiving floor, unload organic waste, and proceed to outbound scale.

4 OUTBOUND SCALE
 Driver completes kiosk process on their MytruckScales app.

5 EXIT GATE
 Driver leaves property.

SOP: PROCEDURES

→ SCALE TERMINAL

As of Feb 1, 2024 all drivers must use the MyTruckScales electronic ticketing system and follow the procedure below.

Drivers **MUST** be invited to use the application, simply creating an account or registering the app on their device will not allow the creation of tickets at our location. We recommend Drivers contact their supervisors regarding the status of their registration.

Note: Prior to arriving at the facility, Drivers should have received an invitation and instructions for the MyTruckScales app-based scale ticketing system. This includes installing the app on their mobile device and creating a username and password to log into the app.

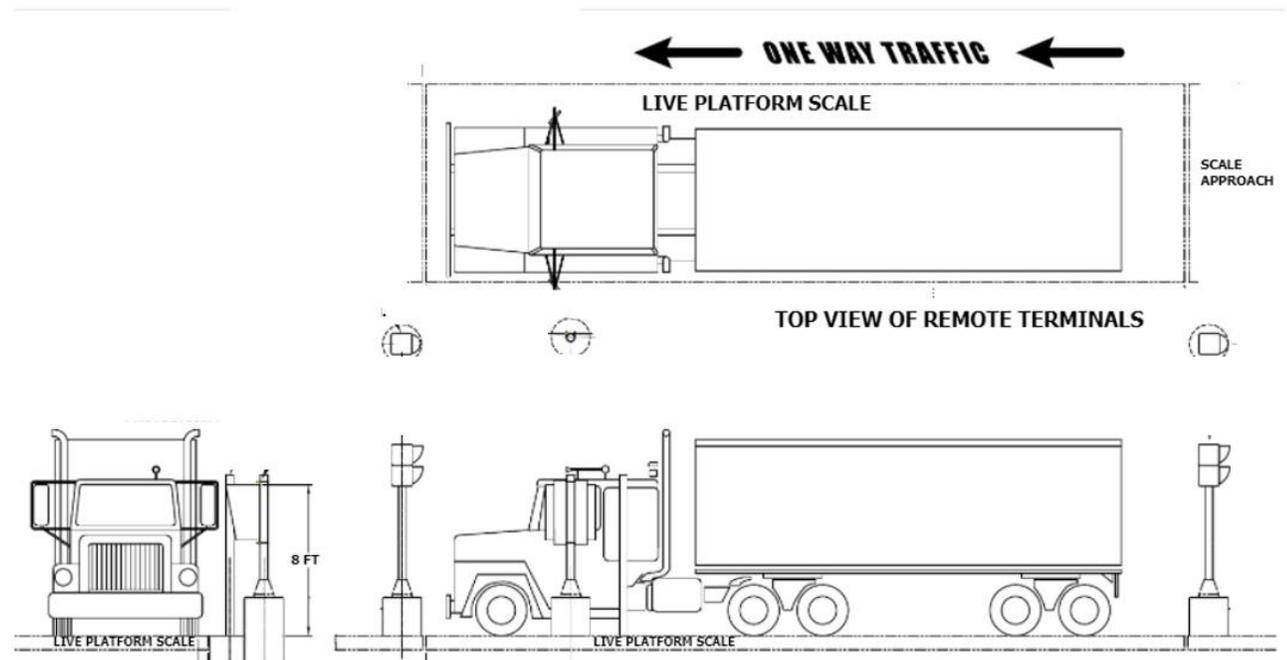


Figure 4



SOP: PROCEDURES

→ SCALE TERMINAL

Upon entering through the South-East front gate, (see Figure 3) the Driver will approach and fully position the entire vehicle over the Scale. When safe and vehicle is in park, the Driver should start by launching the MyTruckScales app on their cell phone, log in and proceed to the next step

→Click Weigh at the bottom, and select “Connect to Scale”



Are you ready to weigh your truck?
Please make sure that your truck is
pulled up to the scale.

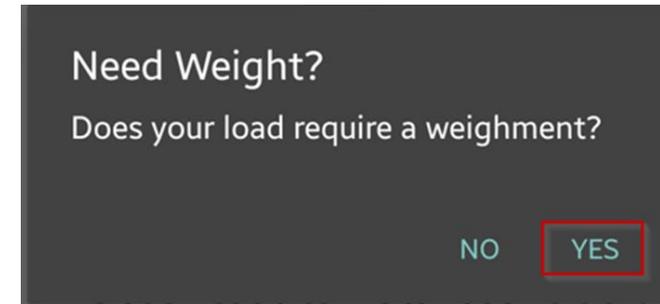
Connect to Scale



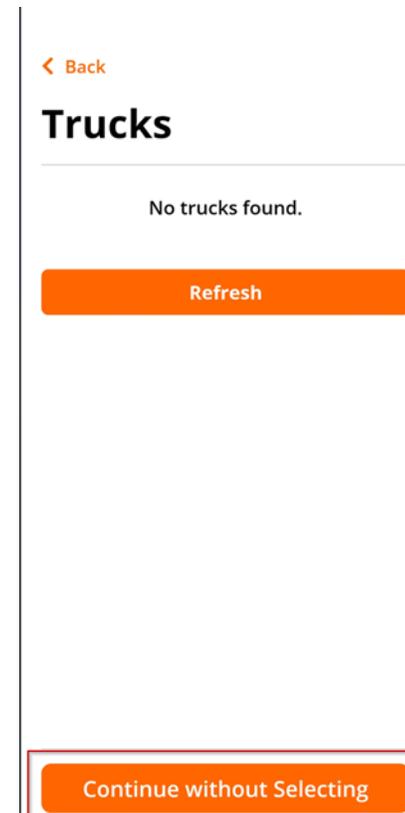
SOP: PROCEDURES

→ SCALE TERMINAL

When prompted whether the load requires weighment, click “YES”



When prompted to select existing pre-weighed, trucks, click “Continue without Selecting”



SOP: PROCEDURES

→ SCALE TERMINAL

Select the Scale you are located at, the Entrance Scale is East and the Exit Scale is West.

Scales

Search Radius

3000 m

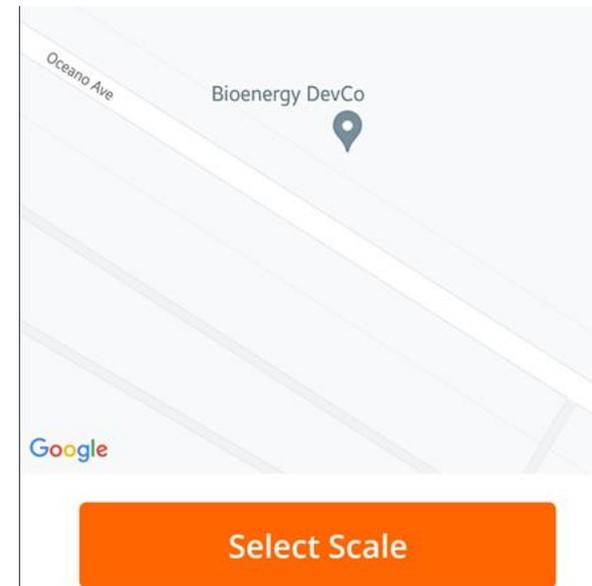
MTS201738
MBC EAST

MTS201738

MTS227673
MBC WEST

MTS227673

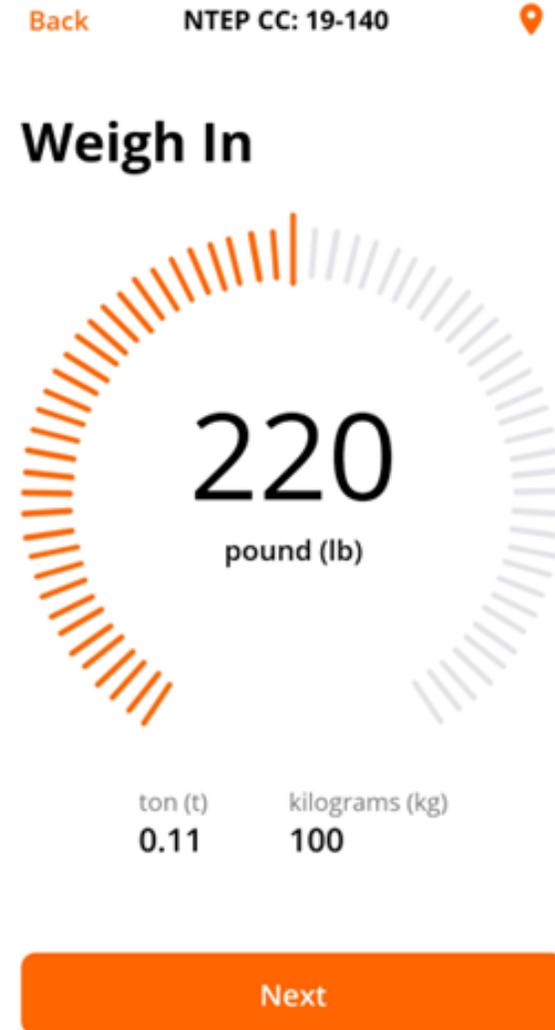
Verify you are at the selected scale and click “Select Scale”



SOP: PROCEDURES

→ SCALE TERMINAL

Click the Weigh button begin weighment. Once the weigh is selected, click “Next” to continue



SOP: PROCEDURES

→ SCALE TERMINAL

You will now be presented with multiple screens asking you to enter information related to your load. The screens differ per customer and the screenshots below are simply for example purposes. All fields are mandatory, select or enter information as prompted. Accuracy is important and entering incorrect information will be reported to contract managers. Click “Next” at the top right of the screen to advance.

The screenshot displays a mobile application interface for 'Inbound Weighment'. At the top, there are 'Back' and 'Next' buttons. Below them is the text 'STEP 2 of 2'. The main title is 'Inbound Weighment'. Underneath the title, there are four dropdown menus, each with a label and a '--Select--' placeholder: 'Hauler', 'Customer', 'Source', and 'Product'. Each dropdown menu has a downward arrow on the right side.

Once you have completed the required inputs, you will be taken to the overview screen. Review all your inputs and click “Finish” when ready.

SOP: PROCEDURES

→ SCALE TERMINAL

Once you have completed the required inputs, you will be taken to the overview screen. Review all your inputs and click “Finish” when ready.

[← Back](#)

Overview

Weight Info

Tare Weight	00 lb
Gross Weight	00 lb
Net Weight	00 lb
Inbound Weight	220 lb
Outbound Weight	00 lb

Date	11/6/2023
Time	10:20 AM

Inbound Page 1

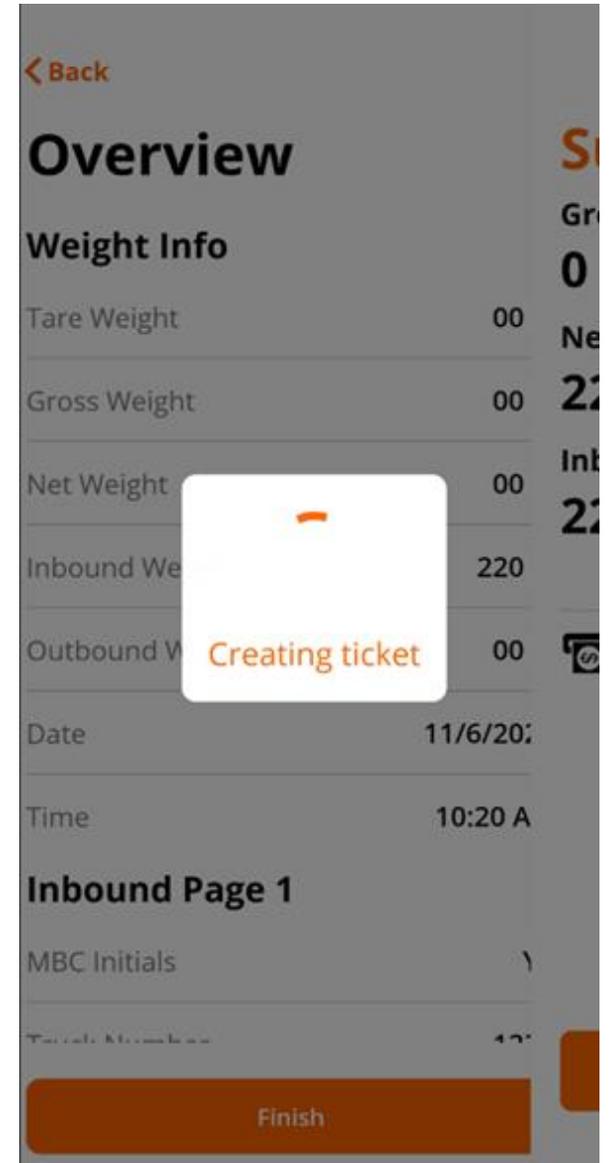
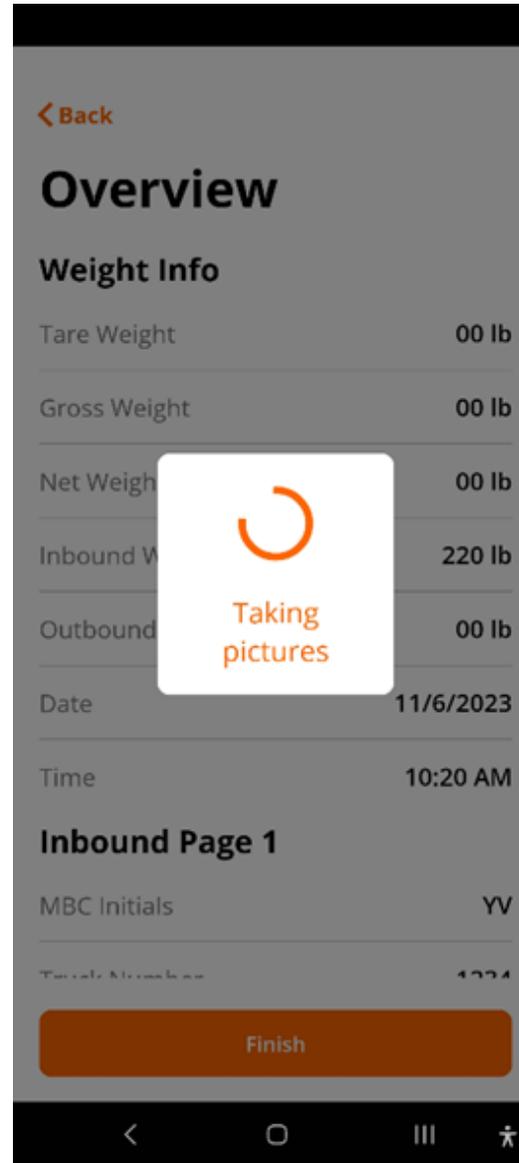
MBC Initials	YV
Total Masses	1224

[Finish](#)

SOP: PROCEDURES

→ SCALE TERMINAL

Once you have clicked Finish, a few final processes must complete before proceeding; wait until the ticket is created.



SOP: PROCEDURES

→ SCALE TERMINAL

Once the ticket is created, you may now proceed to the building to unload. Please follow the procedures laid out for unloading. After you have finished unloading, you may continue following the MyTruckScales Procedures on Page 29.

SOP: PROCEDURES

→ OFFLOADING



- The Driver must be aware of operators, pedestrians, and heavy equipment inside of the receiving area
- The entrance to the off-loading area is on the north side of the receiving hall.
- Only one truck may enter the liquid unloading station at a time. Only one liquid offloading and one solid dumping vehicle are permitted at a time.
- The overhead doors are controlled by a Floor Attendant; the doors will close during off-loading to maintain a negative air pressure inside the receiving hall.
- The Driver must wait until the door opens and the station has cleared before entering.
- Under no circumstances is a Floor Attendant permitted to offload material or enter an enclosed vehicle. A forklift may be used to offload pallets from the end of an enclosed vehicle. Drivers will provide pallet jacks and labor to move material within enclosure.

SOP: PROCEDURES

→ OFFLOADING

The facility accepts organic waste in three categories: liquid (pumpable), solid (stackable) and palletized packaged material with specific procedures described in the following sections. Material is subject to auditing for prohibited material and quality control through procedures described in the feedstock agreement and Contamination Quantification SOP. Floor Attendant will notify Driver of the pass/fail of such testing.

SOP: PROCEDURES- LIQUID FEEDSTOCK



The liquid offloading station is located on the far right (west) side of the receiving hall. This offloading station has a floor grate and shallow basin to contain all spills. Delivery trucks must park within the containment area while unloading. The parking brake must be engaged and engine off while parked in the unloading station (unless required for an onboard pump). The Driver must remain with their truck in the offloading station until transfer is complete.



SOP: PROCEDURES- LIQUID FEEDSTOCK: PUMPING



A Floor Attendant will give the driver the authorization to connect the hose when ready. An anti-foam solution may need to be added prior to pumping. Only a Floor Attendant may operate the integrated pumping system; The Driver shall not operate the facility pumps or valves. There is one hose connection with two possible pathways to the Facility liquid holding tanks, one for trucks with onboard pumping systems, and one for the facility-integrated pumping system. They are clearly marked onsite. If the truck's onboard pumping system is required, then a Floor Attendant will operate the appropriate valves.

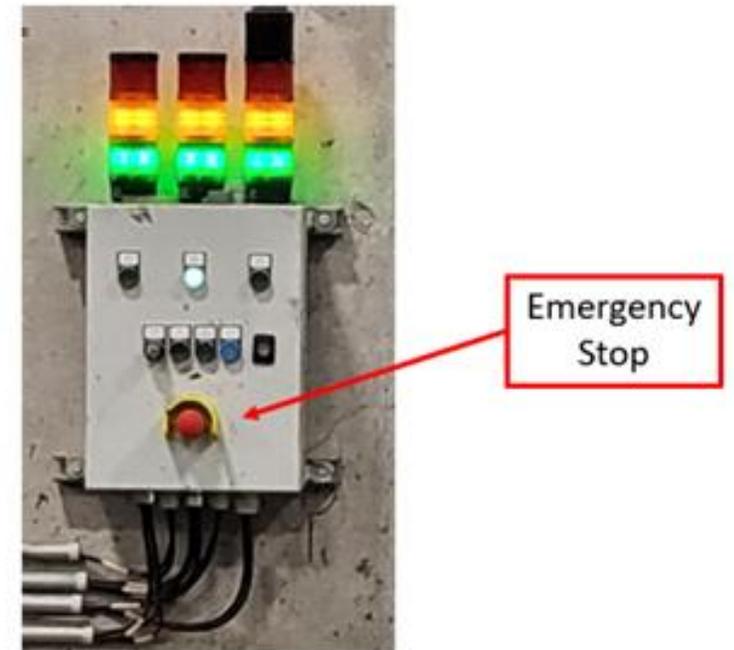
Sampling and Testing

Material from each delivery may be sampled by a Floor Attendant for random testing. Rapid tests will identify prohibited contaminants or chemicals before unloading.

SOP: PROCEDURES- LIQUID FEEDSTOCK: PUMPING

The Driver may need to press the Emergency Stop controls in the rare event of a leak or spillage and a Floor Attendant is not present. The Emergency Stop is located on the wall above the pump.

The Floor Attendant will reset the E-Stop.



SOP: PROCEDURES- SOLID AND PALLETIZED FEEDSTOCK



Solids Unloading

Only one truck may unload solid organics adjacent to the liquid unloading station at a time. To minimize odors, trucks unloading solid organics may not remove the tarp from the load until after (i) entering the receiving hall, (ii) doors are closed, and (iii) a Floor Attendant has directed them to proceed. Solid organics will be dropped toward the center of the tip floor (see diagram Figure 2 in Section 10 of these SOP(s)). Dump trucks must observe overhead clearance when raising bed and/ or pulling forward during dump. Parking brake must be applied when the driver is outside of the vehicle.

NO SOLIDS UNLOADING IS PERMITTED WHILE PEDESTRIANS ARE ON THE TIP FLOOR

Palletized waste

Drivers pull through tipping floor and wait for instructions from Floor Attendant where to park during unloading with forklift. The Driver must remain with their vehicle in the Receiving Area until transfer is complete.

EXITING AND OUTBOUND SCALE

Exiting the Receiving Hall

All material must be washed from the truck's tires if needed, by an Operator prior to leaving the receiving hall. A high-pressure hose is available near the exit. No truck wash, undercarriage, or tank cleanout allowed. Unless otherwise directed by a Floor Attendant, vehicles must exit in the direction indicated, one vehicle at a time.

Outbound Truck Scale

Trucks will approach the outbound scale. The Drivers should drive onto the scale when clear of vehicles. M. Position the entire vehicle over the outbound scale. When safe and vehicle is in park, the Driver should start by launching the MyTruckScales app on their cell phone, log in and proceed to the next step



SOP: PROCEDURES

→ SCALE TERMINAL

Click the “Weigh” button at the bottom of the screen, then click “Connect to Scale”



Are you ready to weigh your truck?
Please make sure that your truck is
pulled up to the scale.

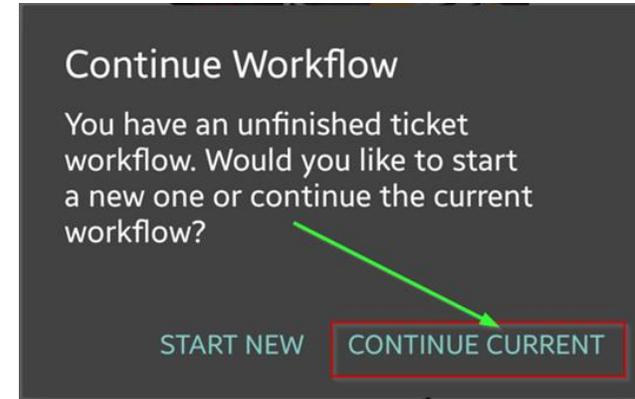
Connect to Scale



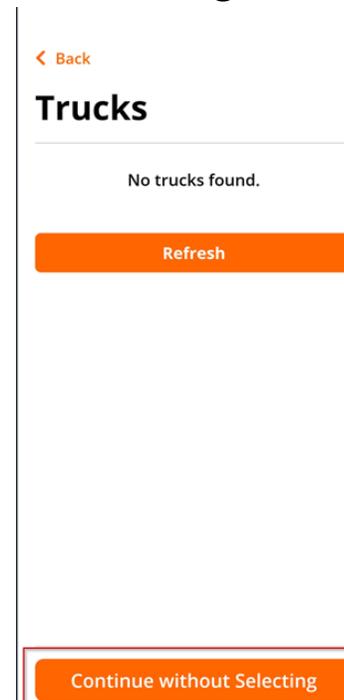
SOP: PROCEDURES

→ SCALE TERMINAL

You will be prompted to Continue Current, select that. Note: If you click Start New, your original ticket will be discarded. **Please, never click Start New.** +



Click “Continue without Selecting” when prompted for existing Trucks.



SOP: PROCEDURES

→ SCALE TERMINAL

Select the Scale you are completing your transaction on from the list. The standard exit scale is the WEST scale.

Scales

Search Radius

3000 m

MTS201738
MBC EAST

WEIGH

MTS227673
MBC WEST

WEIGH

- A. Click the Weigh button begin weighment. Once the weight is selected, click “Next” to continue

Back NTEP CC: 19-140

Weigh In

220
pound (lb)

ton (t) 0.11 kilograms (kg) 100

Next

SOP: PROCEDURES

→ SCALE TERMINAL

You will now be presented with the outbound options, You may be asked to complete some entry fields and/or a signature. Complete each item as requested. Note: For signatures, you must click Save before clicking Next. Click “Next” to advance to the next page.

[Back](#) [Next](#)

STEP 1 of 2

Outbound Weighment

Outbound Weighment options



[Clear](#) [Driver Signature](#) [Save](#)

SOP: PROCEDURES

→ SCALE TERMINAL

Once you arrive at the Overview screen, you can review and confirm all the information is correct. Click Finish and wait for all the processing to complete before continuing.

The screenshot displays the 'Overview' screen of a scale terminal. At the top left, there is a '< Back' button. The main content is divided into two columns. The left column lists weight information: Tare Weight (100 lb), Gross Weight (220 lb), Net Weight (120 lb), Inbound Weight (220 lb), and Outbound Weight (100 lb). Below this is the 'Outbound Weighment' section, which includes 'Driver Signature' and 'Image Processed'. At the bottom of the left column is a 'Finish' button. The right column shows a 'Success!' message with the following data: Gross Weight (220 lb), Tare Weight (100 lb), Net Weight (120 lb), Inbound Weight (220 lb), and Outbound Weight (100 lb). Below the success message is an account icon and the text 'Account: BTSCLI001'. At the bottom of the right column is a 'View Tickets' button.

Overview	
Weight Info	
Tare Weight	100 lb
Gross Weight	220 lb
Net Weight	120 lb
Inbound Weight	220 lb
Outbound Weight	100 lb
Date	11/6/2023
Time	10:26 AM
Outbound Weighment	
Driver Signature	Image Processed
Outbound Weighment	

Success!

Gross Weight	Tare Weight
220 lb	100 lb
Net Weight	
120 lb	
Inbound Weight	Outbound Weight
220 lb	100 lb

Account: BTSCLI001

Finish View Tickets

You are now finished, by clicking the View Tickets button you will be taken to the Tickets option on the Home Screen. You may now exit the application and when safe, exit the scale area.

THANK YOU



- Parking-Traffic flow may not be obstructed. There is no space for delivery truck parking onsite.
- Temporary offsite parking (15 minutes or less) is permitted if clear of ingress/ egress. No idling is permitted
- Please sign the acceptance waiver at the Facility front desk or online here: [Commercial Driver Rules \(smartwaiver.com\)](https://www.smartwaiver.com)

