



HARVEST DELIVERY GUIDELINES

KURTZVILLE, DRAYTON & BRUSSELS LOCATIONS

Food Grade Soybeans

In order to make delivering your crops to the Kurtzville, Drayton and Brussels locations of Hensall Co-op as efficient as possible, the operations staff would like you to be aware of the intended procedures.

Deliveries to other Hensall Co-op locations are to go to the destination intended when the contract was signed.

Growers are now able to directly receive grading ticket information via email upon the truck leaving the scale. To sign up provide a current e-mail address to: Sarah Shapton in Hensall Co-op Grain Marketing at 519-262-3511 ext. 312 or send an e-mail requesting this option be added to your account to sshapton@hdc.on.ca.

Receiving hours should be confirmed by calling the Kurtzville or Brussels offices and satellite locations; they can be reached at the following numbers

Kurtzville	519-291-2220 or 519-335-3535
Brussels	519-887-9933
Drayton	519-638-2707
Drudge Satellite	519-291-7777
Swinton Park	519-923-9900

Additional Contacts	Mobile Number	Additional Contacts	Mobile Number
Robb Hammell	519-500-3307	Tom Fleming (Brussels)	519-577-0595
Roger Roland	519-502-9208	Neil Driscoll (Drayton)	519-501-0137
Mark Hallman	519-492-1291		

Approaching the Elevator:

- When line-ups occur, proceed in a single row formation when possible. Follow others to maintain an orderly staging method. Please do not block any driveways. Courtesy to others will make things work more smoothly.

Delivery:

- Please prepare for the probe station by rolling the tarp and having the proper paperwork ready; otherwise, always stay with your vehicle .

Probe Procedures: Here you will be required to present the "Hensall Co-op Delivery Tag" that indicates which food grade product you are delivering and the contract that is associated with your account.

- Staff will probe your load and enter an inbound ticket to identify your load. They will then give you a pit ticket to take to the unloading pit.

Scale Procedures:

- Proceed to the scale in an orderly manner where staff will weigh your load and give you a green light to then proceed to the appropriate unloading area. The designated unloading area will be marked on your pit ticket.

Post-Unloading Traffic Flow:

- After unloading is completed, proceed to the scale to be weighed out.
- After being weighed out please pull off the scale when given the green light.
- Give the pit ticket to the scale room staff. They will print off a final copy of your Grain Receiving Ticket.

Safety Concerns:

- Please proceed with caution to avoid injury to any pedestrians, vehicles or equipment in the yard.
- Please be aware of your surroundings and move your vehicle through the yard at the posted speed of 10 kph.
- Please obey the "No U-Turn" signs.
- **Use caution in the unloading areas and keep out of any restricted areas.** Restricted areas are set up for the safety of everyone working in that area...including you.
- Please refrain from smoking in the areas around the unloading pits to prevent fires and avoid contamination of the product being delivered. **Smoking is only allowed in designated areas.**

Other:

- Hensall Co-op provides washrooms for customers and delivery drivers during the harvest season.
- If you need to park your vehicle in order to catch up on rest, please ask the scale room staff to point out any designated areas.

Online Access:

Contract and ticket information is now available through Hensall Co-op's Online Access portal. This includes tracking shipped & settled loads and details on Contracts and Settlements. You can review the grades of each load online as they are posted to the site. If you have not already done so, we invite you to call us at 519-262-3511, Ext 520, speak to Pam Brand or Nick Fabiano or register online at <https://members.hdc.on.ca/CustomerPortal.htm> for access to your account online.

We encourage your suggestions to help make your delivery experience more enjoyable. Hensall Co-op appreciates your business and looks forward to providing prompt, efficient and courteous service.

Wishing you a successful harvest,
Your Hensall Co-op Operations Team.