



## **TERMINAL INFORMATION**

- All terminals require a valid release number. Trucks will not be loaded without one.
- Seasonal hours will be distributed weekly in spring (April to June). Please check for updates in your email or on the terminals page of Agrico's website.
- Port of Montreal and Contanda (formerly Westway), require appointments.
- Please refer to specific terminals below for further details.

### **Agrico Terminals (Hamilton & St Thomas)**

#### **Personal Protective Equipment Required**

1. High visibility vest
2. Steel-toed safety shoes
3. Without proper rails on trucks, drivers will be asked to refrain from climbing up during loading

#### **Agrico Terminal Yard Policies**

##### **Dry Loading**

- Trucks must be cleaned out prior to scaling in. We have provided a waste bin for drivers to use to clean their boxes. After cleaning out, drivers must put their leavings in the dumpster.
- Trucks must avoid crossing over the loading pads, unless they are getting loaded, as loader operators are unable to see trucks in the loading zone.
- Trucks must yield right of way to the loaders in the yard.
- Truck speed limit in the yard is 15 km per hour.

##### **Liquid loading**

- Trucks must ensure that the loading rack is in the UP position and that Agrico staff have given them the go ahead before leaving once they are loaded.
- Poly tanks will not be filled (they cannot be filled safely).

### **Agrico Hamilton Site-Specific Information**

- Drivers must have their own Port Pass to enter the gates and get loaded. Carmen Trottier or Cathy Kloda are the only signing authorities at Agrico Canada L.P. New rules set out by the Port state that the trucking companies are no longer able to do this for their drivers.



## **TERMINAL INFORMATION**

- We will use CB Channel 8 to communicate with drivers on the scale. The driver will provide us with the release number and other information required to fill in their Bill of Lading.
- After getting the go ahead from the scale house, trucks are to proceed to the designated dome for loading and then come back on the scale to weigh out – facing the same way they did coming in.
- Trucks are not to stop or park on the train tracks at any time.
- When a vessel is being unloaded, trucks must drive no faster than 10 km in the yard as there is a lot more activity and people on the premises

### **Contanda (Formerly Westway) Terminal**

- Valid release number required for both ATS and UAN.
- An online appointment scheduling system is in place for UAN loading at Contanda to streamline traffic and reduce wait times. All carriers must schedule an appointment in advance to pick up product.
- Carriers can create an account and schedule a pickup time by going to the following link:  
<https://booknow.appointment-plus.com/7sj0x37g/>
- The same link can also be accessed on the terminal hours page of Agrico's website:  
<http://www.agricocanada.com/terminals>. Browse to Contanda terminal and click on "Book Appointment now"
- \*\*Online scheduling does not apply to ATS shipments

### **Agro-mart Terminals (Belton and Oxford Station)**

- Valid release number is required for pickup at both locations.
- Trucks that arrive without a valid release number will be asked to move off the scale until a number is received to allow truck traffic to continue moving.
- \*\* Trucks arriving in Belton are asked to stage in the yard, if possible (to the left), in order keep traffic lanes clear on Plover Mills Rd. Drivers are asked to remain with their vehicle if at all possible.

### **Personal Protective Equipment Required**

1. High visibility vest
2. Steel-toed safety shoes
3. Without proper rails on trucks, drivers will be asked to refrain from climbing up during loading



## **TERMINAL INFORMATION**

### **Courtright**

- Valid release number required.
- Only new carriers that are hauling hazmat materials needed to register with CF. If hauling non-hazmat materials, drivers need a valid order number and CDL. There may be some site-specific training for first time carriers.
- At Courtright, the new carrier will have to watch a ten minute safety video, take a quiz, and have a photo ID badge issued (valid for one year).

### **Port of Montreal and Port of Trois Rivières**

- Valid release number required at all warehouses.
- At Port of Montreal, an appointment must be made a day in advance of pickup.

### **Personal Protective Equipment Required**

1. High visibility vest
2. Steel-toed safety shoes
3. Without proper rails on trucks, drivers will be asked to refrain from climbing up during loading
4. Long pants are required – no shorts

### **La Coop fédérée Distribution Terminals**

- Valid release number required for all loads
- Hours to be distributed weekly as updated.

### **Personal Protective Equipment Required**

1. High visibility vest
2. Steel-toed safety shoes
3. Without proper rails on trucks, drivers will be asked to refrain from climbing up during loading



## **TERMINAL INFORMATION**

### **PRODUCT INFORMATION**

#### **Ammonium Nitrate**

- All loads of AN picked up must have delivery confirmed to the Belton office as well as to the shipping warehouse (Yara) by fax or email within 24hrs, regardless of where/when it is picked up.
- In order to be in compliance with the AN code of practice, we must have these confirmations on file with a copy of the shipping paperwork.
- Should your load be longer than 24hrs for arrival please notify Agrico Product Line Manager, Mike Pastir (Ph: 226-567-4233, E: mpastir@agricocanada.com). Yara will make exceptions with prior notification only.
- Yara has issued strict warnings in the past that they will suspend orders to customers that are not compliant with these regulations.
- Suspensions will apply to our entire group, not just a specific location.

Email confirmations to:

marie-pier.tremblay@yara.com  
Joel.dionne@yara.com  
Fert@agromartgroup.com

Fax confirmations to:

(519) 461-9073 (Belton)

#### **TDG Products**

- TDG certified drivers are required to show TDG card upon presentation of release number.
- Ammonium Nitrate & NK21: Proper classification of TDG needed for these products; Class 5 for Ammonium Nitrate and Class 9 for NK21
- Any driver that shows up for a load of TDG product without the proper certification will be asked to move off the scale and complete the driver self-training course.
- Drivers must have proper insurance to handle TDG goods.
- \*\* Reminder that Placards for NK21 should no longer have the UN number displayed. Placards should only have Class 9 as follows:

