

## Biomass Deliveries to UPM Shotton

### Requirements

#### Travelling To Site

1. All vehicles delivering waste materials and fuels for the boiler shall be sheeted, or the loads otherwise contained or secured, in order to prevent the discharge of loose materials, dust and debris onto the highway

#### Weighing in

2. Entry to site for Biomass and Waste Wood is only permitted from 06.00 -18.00 Mon- Fri.
3. When green light shows drive on to weigh bridge.
4. Follow instructions on screen at weigh bridge office.
5. Enter registration and select Biofuels.
6. Scan barcode (or enter 8 digit code number).
7. Collect weigh bridge ticket.

**Emergency Number**  
**01244 284 222**

#### Unloading

8. Drive to wood hard office; SPEED LIMIT 20 MPH.
9. Wait in cab for instructions. **Do not walk around on the yard!**
10. Hand in delivery notes and weigh bridge ticket to wood yard staff.
11. If delivering for the first time a driver's induction is mandatory and will be presented by the Tilhill Forestry staff.
12. Follow the safety guidelines of the induction and the instructions of the Tilhill Forestry staff when discharging. Abuse of any kind will not be tolerated and will result in a ban from site.
13. HI VIZ JACKET, SAFETY BOOTS, HARD HAT & SAFETY GLASSES are to be worn on site.
14. Do not unsheet unless absolutely necessary.
15. Climbing on vehicles is STRICTLY PROHIBITED; the fall arrest system on site is to be used if access to the top of a vehicle is required, including access to the trailer gantry.

#### Weighing out

16. Drive onto the Left Hand Side weigh bridge when green light shows.
17. Follow instructions on screen.
18. Enter registration number and confirm weight.
19. Collect weigh bridge ticket.

**NOTE: DELIVERY TICKETS CAN ONLY BE USED ONCE**

**UPM Shotton is a No Smoking site**



### Site Plan and Traffic Routes

