**Receiving Barrels/Totes**

1) When receiving a load of the steel barrels DO NOT throw these barrels off the trailer. Handle with care! They are easily damaged and then are not saleable. One of our customers, WT Hawkins requires separate no tape barrels that are rust free and in Al condition. Store the barrels open end down to help prevent filling of rain water, rust setting in and keeping them cleaner.

2) Dock Barrels (Blue and White) from Coke/Minute Maid and Brubacher must ensure that all barrels have bungs in both holes. If not must indicate on packing slip # short. Any excess bungs found on ground must be collected and put in bin provided.

3) ALL Barrels and or containers we receive from Minute Maid/Coke must have all labels removed at time of unloading with the exception of during the winter months pile in to a separate pile as not easy to remove label when cold. (mild day then remove label) Spring/Summer remove labels at time of receiving. Have 200 striped of labels ready to ship spring to July 15th then after 100 ready to go for dealers/customers. These must be in a separate pile so easily identified and ready to ship.

4) Any barrel/container found to be non-food grade, (chemical) must be reported to the office immediately. These barrels are to be used to cut the top off keeping the bungs and putting them in the bin provided. Then barrels must be power washed out. They will be sold for Econo Rain Barrels and cut off's.

5) Grounds must be kept clean of labels putting them in garbage bin provided and dumped.

6) Any of the small 25-gal enclosed barrels that come in from Minute Maid are always to be set aside in separate pile keeping stock for PFW.

7) All damaged/Drilled barrels are to be recorded on receiver.

8) Bill of Lading/Receiver papers must be signed, name of both receivers and time received written.

**Blue Barrels from Minute Maid**

Blue barrels delivered by Paxton Transport must be offloaded immediately. No waiting time can be incurred. 30-minute allowance only.

When offloading blue barrels from Paxton Transport a supervisor **must** be present, helping offload, checking for any damage/drilled barrels and getting an actual load count.

Continued page 2

**Receiving/shipping Water Totes/Barrels**

1. When receiving water totes any that are HONEY content must be stored in a separate pile from the rest.

2. Totes containing HONEY must be held and shipped during maple syrup season/set up, November thru March

3. Totes containing soya, molasses etc. Will ship from April thru October, NO HONEY

4. All totes must have all labels/stickers with supplier’s information, address etc. removed prior to shipping.

**The above includes all water totes coming up/ sold thru PFW store.**

Signed:

Name (print) Title Signature Date

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