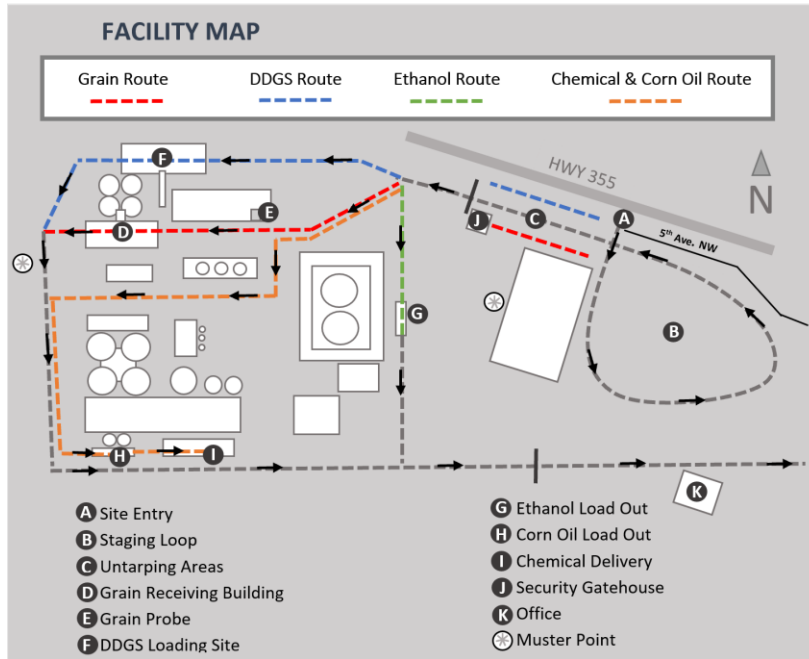


FACILITY MAP



ARRIVAL & CHECK-IN (All loads)

1. **Stage truck as per plant signage.** Trucks are staged for the smoothest movement of multiple product lines. (B)
2. **Do not un-tarp in the staging loop.** Once you have checked-in, you will be instructed when and where to un-tarp when it is your turn.
3. **CHECK IN: Text 1-613-704-1471:**
 - For Grain & DDGS, text must include:
 - Add MEP Farm Name, TAN # and Carrier Name
 - Example: Add MEP ABC Farms 210869 123 Trucking
 - For Ethanol, text must include:
 - Add MEP Name Company
 - Example: Add MEP John XYZ Transport
4. **Call Security:** if you have issues with texting or for other deliveries call Security at 204-867-8119.
5. **Remain in your truck,** await directions to proceed.

UN-TARPING (GRAIN & DDGS)

1. **Proceed** to the designated untarping areas (C) when directed. These areas are located east of the Security Gatehouse (J). The left lane is for GRAIN ---, the right lane is for DDGS ---.
2. **Un-tarp** your truck - Personal Protective Equipment (PPE) is required for untarping and site entry and may be borrowed from Security. Requirements include:



3. **Return PPE and remain** in your truck until directed to proceed through the gate.

Procedures for DELIVERING GRAIN

GRAIN PROBE:

1. **Drive** to grain probe (E) --- when directed. **Obey traffic lights.**
2. **Drive** into the grain receiving bay (D) --- when clear.

UNLOADING:

1. **Leave** engine running.
2. **Personal Protective Equipment (PPE)** is required and available to borrow in the bay.
3. **Follow dumping lights** (located on south wall, mid-bay)
 - Red: Wait to Unload
 - Yellow: Begin Unload
 - Green: truck has been tared empty – clear to exit bay
4. **No Trailer clean-out** unless specifically authorized by Cenovus Material Handlers. (Only by climbing in from underneath if allowed.) Any mess left behind by trailer clean-out will be cleaned up at **owner's expense.**
5. **Remain in the bay** to tarp (if necessary) and retrieve your paperwork from Grain Receiving Building (D) (enter man door on south side).
6. **Proceed** to exit gate. Press "Grain" on intercom or use Channel 19 on your CB radio to request exit.

Procedures for LOADING DDGS

1. **Drive** to DDGS Loading site (F) --- when instructed.
2. **Wait** until contacted by Cenovus Operator.
3. **Instruct** the load-out operator as to how you would like the load distributed in your trailer.
4. **Level and tarp** the load from the walkway/platform after loading is complete.
5. **Personal Protective Equipment (PPE)** is required and available to borrow in the bay.
6. **Receive** paperwork from Cenovus employee, return the radio and borrowed PPE.
7. **Proceed** to exit gate. Press "Grain" on intercom or use Channel 19 on your CB radio to request exit.

Procedures for

BULK CHEMICAL DELIVERY & CORN OIL LOADING

1. **Follow security guard's instruction** to drive to the Corn oil loading area (H) or Chemical delivery area (I) ---.
2. Don PPE as soon as you stage your truck and trailer.
3. **Wait** for a Cenovus operator to assist. **Report** any spills.
4. **Proceed** to the exit gate. Press "Control Room" on intercom to request exit.

Procedures for LOADING ETHANOL

1. **One truck** at loading area (G) at a time ---.
2. Pull up once the truck in front of you pulls away. Be courteous to other drivers and promptly clear the loading area when complete.
3. All drivers must complete **two training loads** with Carrier Trainers and a third certifying load with Operations to self-load.
4. **Obey** all posted PPE requirements, don PPE prior to entry.
5. If you are having problems or have questions, contact control room (instructions posted inside loading shack).
6. **Proceed** to the exit gate. Press "Control Room" on intercom to request exit.

Contact Us

Text Check-in	1-613-704-1471
Security Gatehouse	204-867-8119
Grain Scheduler	204-867-8108
Supervisor Grain Purchasing	204-867-8146
Grain Buyer	204-867-8159
Grain Office Toll Free	877-217-7425
DDGS Marketer	402-889-4095
Grain Elevator	204-867-8112
Control room	204-867-8107
Cenovus Security Supervisor	204-867-8146
Grain Purchasing Website	www.cenovusgrain.com

PLANT STANDARDS

- **No powered up electronic devices** (incl cell phones, tablets, and hands-free devices).
- **Personal Protective Equipment** is required and may be borrowed if necessary.
- **No children** under 12 years.
- **No climbing** into or onto trailers.
- **No smoking.**
- Speed Limit **15 km/h.**
- **Stay in your cab** when not loading or unloading.
- **Spills** (e.g. fuel from trucks, or grain/ddgs spills from hoppers) are cleaned up at **owner's** expense.
- **No backing up** on site without Cenovus authorization.
- **Basic traffic rules apply** and are strictly enforced.
- **Bullying, intimidation, and discrimination** of any sort will not be tolerated.
- If you do not follow the rules, you will be asked to leave.
- **MEP is under 24h video surveillance.**

For drivers who choose not to comply with Cenovus's rules:

- **Drivers** will face discipline, from re-orientation to up to **3 months or more** for violations. This includes smoking or using electronic device on plant site.

FIRE SAFETY

Ethanol is flammable and Grain or DDGS dust are combustible. The following are strictly enforced:

- **No open flames**, smoking or electronic devices.
- **No** mechanical or maintenance work on plant site. Vehicles that will not start are towed at owner's expense.
- **If a fire breaks out** notify Cenovus ops & remain a safe distance away.
- **In event of a spill** notify Security/Cenovus Ops immediately!

PLANT EMERGENCIES

- In event of plant emergency, you will hear the sirens throughout the plant.
- **Pull over** to the side of the road and turn off truck.
- Unless in immediate danger **remain in your vehicle** until instructed to leave.
- Leave keys in the ignition.
- Following PA announcement, plant horns are tested every **Wednesday at NOON**. No action is required.

We want your visit to be as smooth and efficient as possible. If you are not sure what to do or run into problems, ask – security guards and plant operators are happy to help.

Thank you for your safety and cooperation!

