



# PICTURE PROCESS MAPS (PPM) GRADING LOADS

January 2025

### PURPOSE

The Grading Loads PPM outlines the step-by-step process for coordinating, preparing, and documenting the loading of graded cloth products. This includes scheduling with buyers, verifying driver details, assigning loading docks, and collaborating with forklift operators to ensure accurate loading and weight recording. The document also guides grading managers in generating and finalizing the Bill of Lading (BOL) in the salvage system, ensuring proper documentation, sealing, and communication with all parties. This PPM ensures an accurate and organized process for handling grading loads while meeting buyer and organization standards.

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# REQUIRED MATERIALS AND EQUIPMENT

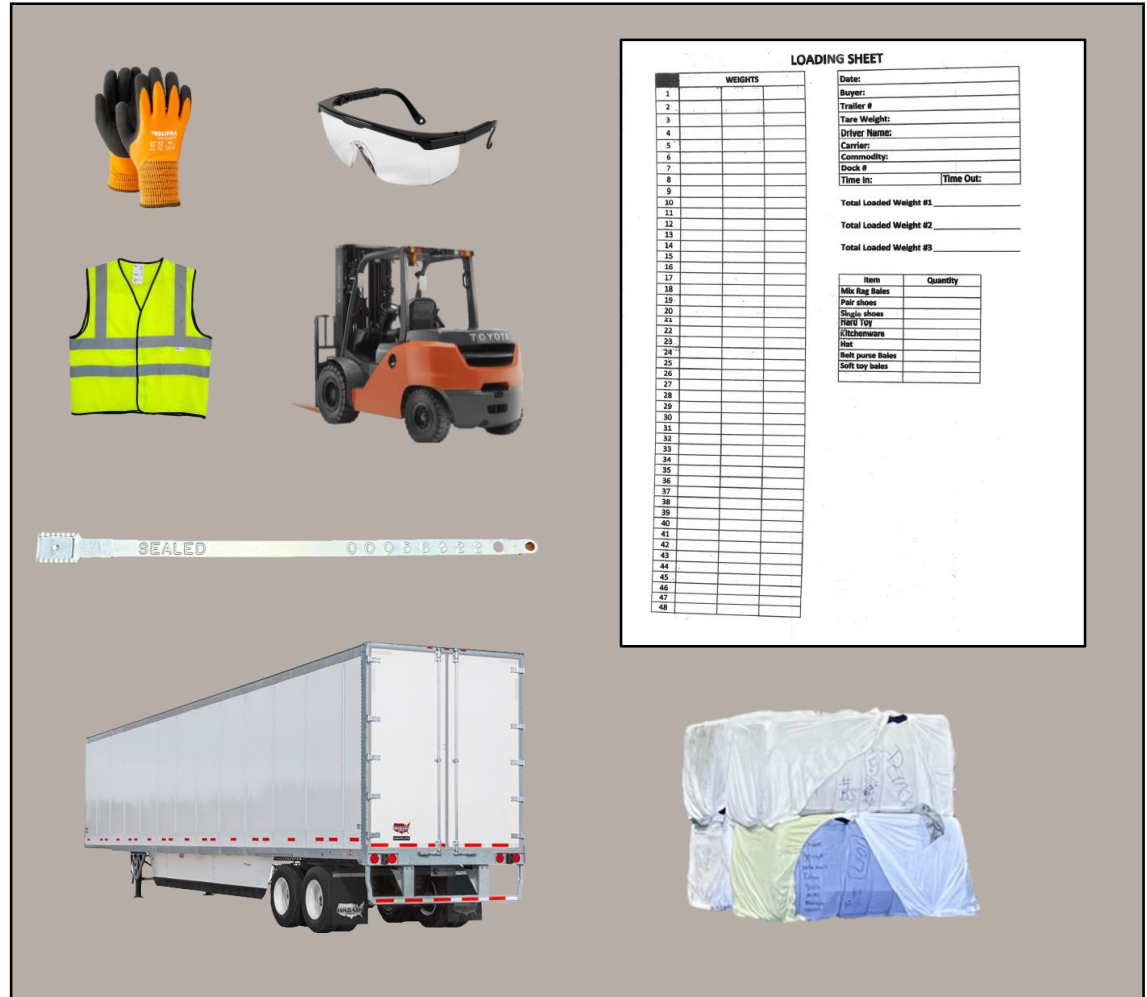
## Grading Loads

### Required Tools and Equipment

- ☐ Safety gloves
- ☐ Safety glasses
- ☐ Reflective vest
- ☐ Loading Sheet
- ☐ Seal number for the trailer
- ☐ 53-foot trailer
- ☐ Forklift
- ☐ Bill of Lading (BOL) copies
- ☐ Grading bales

### NOTE:

You can obtain the seal numbers at the Salvage office.



1. The Grading Manager contacts the buyer.
  - Reach out to the buyer to schedule a load.
  - Confirm the time and date for pickup.
  - Aim for a 2 PM pickup schedule.
2. When the driver arrives, ask for their name, carrier company, trailer number, and confirmation that they are picking up the grading load.
3. Verify the paperwork. The buyer should be listed.
4. Identify the dock they will use. Typically, Salvage docks 42-46 or the home pick-up dock will be used.

### Grading Manager emails the buyer

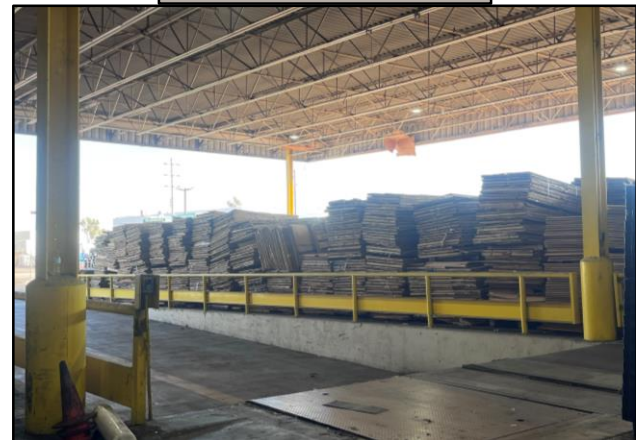
Subject: Graded Load

Would you please schedule a Graded Load for tomorrow, 11/9/24, at 2 pm?

Thank you.

Salvage Grading, Manager  
Goodwill of Central and Northern Arizona  
515 N 51<sup>st</sup> Avenue  
Phoenix, AZ 85043

### Home pickup dock



1. The grading manager will give the loading sheet to the forklift operator.
2. The forklift operator and grading manager will collaborate and review the loading sheet together
3. The forklift operator begins loading the 40 bales in the 53-foot trailer.
4. The forklift operator will record each bale's weight as the trailer is loaded. The estimated loading time is between 60-90 minutes.
5. After fulfilling all the loads, the forklift operator hands the completed loading sheet back to the grading manager.

### Completed Loading Sheet Example

LOADING SHEET			
Date:			
Buyer:			
Trailer #			
Tare Weight:			
Driver Name:			
Carrier:			
Commodity:			
Dock #			
Time In:		Time Out:	
Total Loaded Weight #1		39916 lbs	
Total Loaded Weight #2			
Total Loaded Weight #3			

Item	Quantity
Mix Rag Bales	
Pair shoes	
Single shoes	
Hard Toy	
Kitchenware	
Hat	
Belt purse Bales	
Soft toy bales	

10 - #1 X - 10044  
 16 - Y - 15845  
 5 - Z - 5083  
 2 - W - 1937  
 7 - BS - 7007

# TRAILER ARRANGEMENT FOR GRADING BALES

## Grading Loads

This page outlines the standard grading load arrangements for a 53-foot trailer, designed to ensure even weight distribution and safe transportation of products. The trailer's load is **40 bales** and weighs approximately **40,000 lbs** in total.

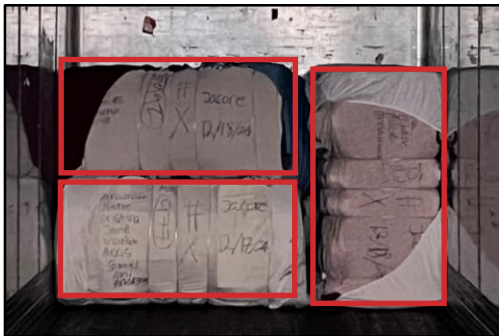
### IMPORTANT REMINDERS

- Ensure all the bales are correctly arranged to prevent movement during transit.
- Follow the specified stacking pattern below to avoid uneven distribution.
- Always cross-check the number of bales before sealing the trailer.
- Inspect the trailer and ensure that it is clean. There must be no trash, dirt, or grease. If it is not clean, this could damage or soil the bales. Notify the carrier on the paperwork and request a new, clean trailer.

### TRAILER ARRANGEMENT

#### 1. Start with Two Rows of Three Bales

Place two rows, each containing three bales at the nose of the trailer.



#### 2. Eight Rows of Four Bales

Continue by adding eight rows, each with four bales in the middle of the trailer.



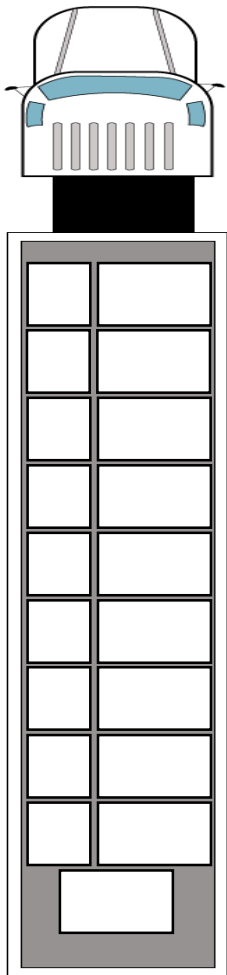
#### 3. Finish with One Row of Two Bales

Place one row with two bales at the tail of the trailer.

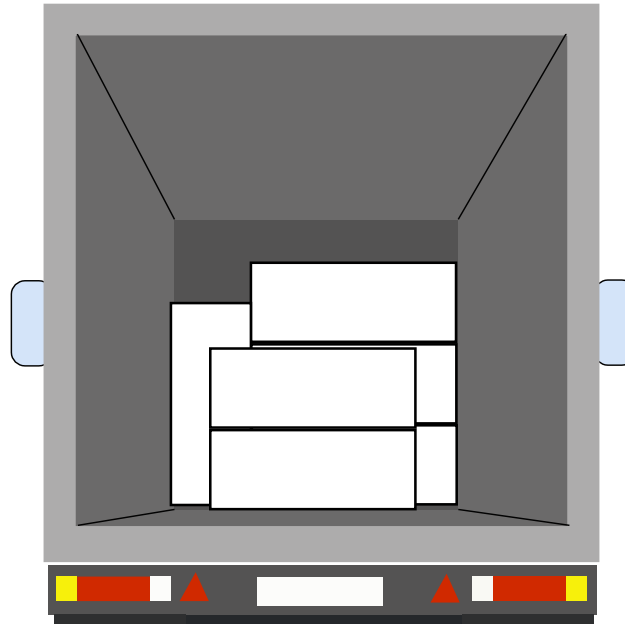


# GRADING BALES (Cont.)

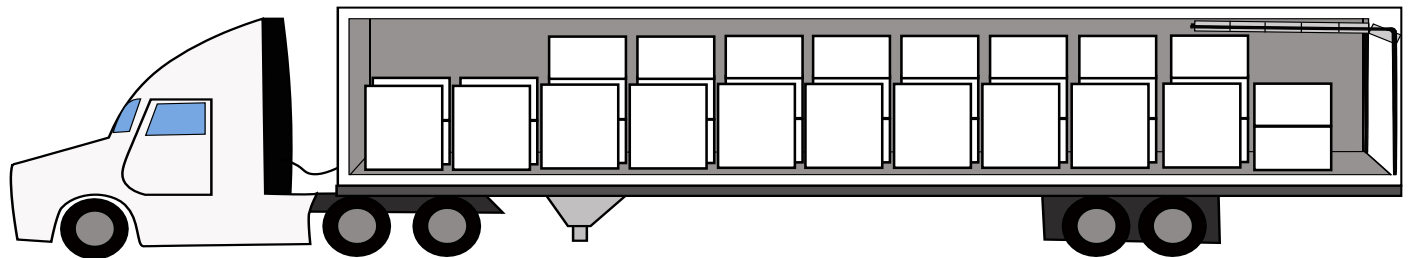
Top View



View from the Tail of the Trailer



Side View



# CREATE A BILL OF LADING

1. Create a bill of lading using the Salvage Administration System (SAS) or your company's BOL system.
2. Fill out the following fields:
  - Location
  - Customer
  - Trailer number
  - Seal number (Salvage office)
  - Driver's name
  - Gross weight
  - Carrier company
  - Payment method
  - Number of bales
  - Salvage type: Premium #1, Premium #2, BS, etc.
3. Review the total price.
4. Save and lock the BOL. Input your password to finalize the lock.
5. Print two copies of the BOL.





1. Take the loading sheet and scan it along with the original BOL. Save and label the scanned file as Customer's Name.Load.Month.Day.Year.
2. Show the paperwork to the driver and confirm that all numbers match.
3. Seal the trailer.
4. Have the driver sign the Original BOL copy (dollar amount shown on the copy). We retain this copy. Provide the driver with the Driver's copy of the BOL (dollar amount **not** shown on the copy).
5. Email the load sheet with bale weights and BOL copies to [salvagegrading@goodwillaz.org](mailto:salvagegrading@goodwillaz.org).

