

Sappi North American Warehouse

Driver Check Out / Scaling Instructions

1. Once your load is completed, you will be given a green light at the loading dock door, letting you know it is ok to pull away from the dock. **(DO NOT PULL AWAY FROM THE DOCK WHEN THE LIGHT IS RED.)**
2. When leaving the loading dock area turn left, and proceed around the far end of the warehouse crossing the Railroad tracks. **(PLEASE DO NOT STOP / BLOCK THE LOADING DOCK AREA)**
3. Once you have pulled around the end of the building **STOP** just prior to driving onto the scale. At this point close your trailer doors, and slide you're tandems to the position you will keep them when driving on the road.
4. After adjusting your tandems and closing your trailer doors pull completely onto the scale so that all the axles of both truck & trailer are on the scale.
5. Once you're completely on the scale the light on the digital readout will be Red. Park your truck and come into the shipping office. The shipping office is located to your left in the corner of the warehouse.
6. Once you have your paperwork drive out the back entrance of the facility and turn left onto Independence Drive then turn left onto Saratoga BLVD.