



## **AltEn, LLC**

1344 County Road 10

Mead, NE 68041

Date: Wednesday, March 18, 2020  
To: All Grain Receiving Truck Drivers at AltEn, LLC  
From: Scott Tingelhoff, General Manager  
Re: Response to COVID-19 (Coronavirus)

As a reminder, all deliveries are scheduled in one hour time intervals. If you are scheduled for the 7:00 AM to 8:00 AM slot you should arrive by 7:00 AM and we will get you scaled in and sent to the warehouse within that hour. If you are late for your scheduled appointment you will need to wait until a slot becomes available or reschedule your appointment. If you arrive early you will need to wait for your scheduled appointment. We will attempt to work you in early if a slot becomes available.

\*Please see the attached instructions.

Effective Immediately and Until Further Notice:  
Response to COVID-19 (Coronavirus)

Attention: Drivers Delivering or Picking up Grain Receiving Loads at AltEn, LLC.

If you need to schedule or reschedule your appointment, please do so at [www.AltEnEthanol.com](http://www.AltEnEthanol.com). If you are scheduling or rescheduling your appointment with less than 24 hours' notice, you will need to call (402) 624-0890.

Upon Arrival on the lot:

1. Please call (402) 624-0340 OR use CB radio channel 19 to check in at the scale.
2. Be prepared to provide the following information when checking in:
  - a. Your cell phone number;
  - b. Your truck number;
  - c. Your trailer number;
  - d. The name on your tractor;
  - e. The type of load you are carrying;
  - f. Your appointment time (we will note your call-in/check-in time); and
  - g. Your BOL number.

At your appointment time:

1. An AltEn employee will call you when it is your turn to weigh in and begin your paperwork.  
**STAY ON THE PHONE UNTIL INSTRUCTIONS FROM SCALE HOUSE IS COMPLETE.**  
WE WILL NOT COME TO YOUR TRUCK IF YOU DO NOT ANSWER.
2. Drive onto the scale, facing toward the east.
3. Once on the scale, stay in your truck (weight will be taken with driver in the truck).  
**DO NOT LEAVE YOUR TRUCK AND DO NOT ENTER THE SCALE HOUSE.**
4. Wait for the scale operator to weigh your truck and provide further instruction by phone.
5. Proceed to the location as directed by the scale operator to be loaded or unloaded.  
**DO NOT ENTER THE WAREHOUSE.**
6. Forklift operator will load or unload your truck after you are positioned in the dock and the trailer/dock lock has been set. Dock light will turn RED.
7. Forklift operator will indicate when you can exit the dock by changing the dock light from RED to GREEN and removing the dock/trailer lock.
8. Once you are loaded or unloaded, return to the scale (facing toward the east) to be weighed out. Call the scale house at 402-624-0340. If the line is busy call back.  
**DO NOT LEAVE YOUR TRUCK AND DO NOT ENTER THE SCALE HOUSE.**
9. Once on the scale, stay in your truck (weight will be taken with driver in the truck).  
**DO NOT LEAVE YOUR TRUCK UNTIL INSTRUCTED**
10. Once weight is taken, exit your truck and go to the south door of the scale house. An AltEn employee will meet you at the door to provide you your paperwork.  
**DO NOT ENTER THE SCALE HOUSE.**

Hopper / Bulk trailers going to the bin will proceed to the bin to be unloaded after scaling. You will be responsible for opening and closing your gates as instructed. An AltEn employee will inspect your load but will not be in direct contact with you or the trailer. After unloaded proceed back to the scale house and call 402-624-0340 or CB channel 19 for scaling out instructions. Follow the steps above beginning at step 8.