

# VISITOR LOG BOOK

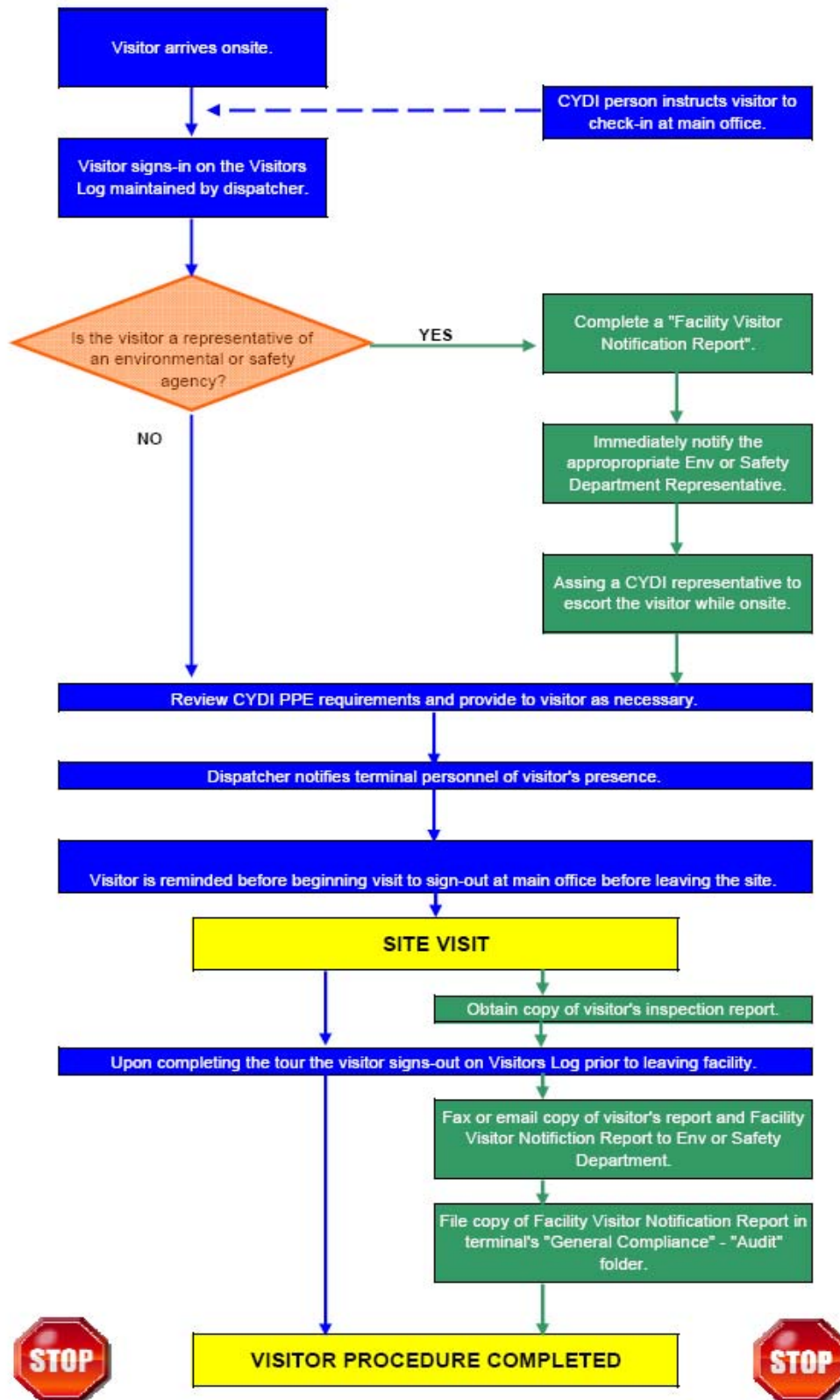




## Facility Visitor Notification Procedure

1. **Visitor Check In.** All visitors must check in at office prior to touring and/or working at the facility. CYDI personnel should direct all visitors to check in with the dispatcher at the office immediately upon arriving at the facility.
2. **Visitor Sign-In.** All visitors are to sign in on the terminal's "Visitors Log" maintained by the dispatcher in the main office.
3. **Environmental / Safety Related Visit.** If the visitor is a representative of an environmental or safety agency, ensure a "Facility Visitor Notification Report" is completed to document the visit.
  - If the visitor is a representative of an environmental or safety agency, **immediately notify by telephone** the appropriate Environmental or Safety Department prior to beginning the tour. If you are unable to speak with a representative of the appropriate department, a voicemail must be left on the Department Manager/Director's cell phone.
  - If the visitor is a representative of an environmental or safety agency, assign a CYDI person, preferably the Terminal Manager, **to escort the visitor while onsite**. The CYDI escort should have a camera available during the tour to capture any items noted during the inspection by the visitor.
4. **PPE.** Review CYDI's PPE rules with all visitors prior to beginning the facility tour and provide visitors with hard hats and safety glasses, as needed.
5. **Notify all terminal personnel of visitor.** To ensure the safety of the visitor, the dispatcher will utilize the hand-held radios and notify all yard personnel to be extra cautious while working in the terminal while the visitors are onsite.
6. **Sign out Reminder.** Remind the visitor to check back in at the office prior to leaving the terminal to ensure their departure time is recorded in the "Visitors Log".
7. **Obtain a Copy of the Inspection Report.** If the visitor is a representative of an environmental or safety agency, ask for a copy of their inspection report prior to the visitor's departure.
8. **Visitor Sign-out.** All visitors are to sign out on the terminal's "Visitors Log".
9. **Fax or Email Copy of Inspection Report.** Ensure a copy of the visitor's inspection report and "Facility Visitor Notification Report" are faxed or emailed to the appropriate Safety or Environmental Department representative before the end of the day.
  - Safety Department – Attention Gary Archer – Fax Number (386) 239-3542
  - Environmental Dept. – Attention Erin Hoyt – Fax Number (386) 239-3547
10. **Recordkeeping.** File the completed copy of the "Facility Visitor Notification Report" in the **"General Compliance" – "Audit"** file contained within the terminal's environmental recordkeeping system.

## FACILITY VISITOR NOTIFICATION PROCEDURE







## Facility Visitor Notification Report

### **\*\*Notice to Visitors\*\***

All visitors are required to comply with CYDI Personal Protective Equipment (PPE) rules while visiting our facilities. At a minimum, we require all personnel on the property to be properly fitted with OSHA approved hard hats, safety glasses, and closed-toed shoes.

Each visitor or group requiring a CYDI escort must check in and out at the facility's office before entering and leaving the property.

**Terminal Managers are responsible for ensuring the Environmental or Safety Department is immediately notified by telephone of any regulatory visits.**

Date of Visit: \_\_\_\_\_ Start Time of Visit: \_\_\_\_\_

Terminal Visited: \_\_\_\_\_ End Time of Visit: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

Name of CYDI Escort: \_\_\_\_\_

Time of Env / Safety Department Notification: \_\_\_\_\_

Place an "X" in the box indicating the Agency making the visit.

***The following require immediate notification to the Environmental Department:***

- ☐ Environmental Protection Agency – Division: \_\_\_\_\_
- ☐ State Environmental Agency – Division: \_\_\_\_\_
- ☐ Department of Health - Division: \_\_\_\_\_
- ☐ County Fire Marshall: \_\_\_\_\_
- ☐ County Fire Inspector: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

***The following require immediate notification to the Safety Department:***

- ☐ OSHA – Division: \_\_\_\_\_
- ☐ MSHA – Division: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

Type of Inspection: ☐ Scheduled ☐ Unannounced

Any items brought to your attention at the visit's completion? ☐ Yes ☐ No

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Retain a copy of the business card in space provided  
Or provide pertinent information.**