

## ACL Placement and Release Procedures as of 10/1/2013

### Placement of Barges (Origin and Destination)

1. Actual placement is made when a barge is placed in accordance with instructions of the Shipper at the facility in the port specified by the contract or bill of lading destination.
2. Constructive placement may be made when actual placement is not possible by placing or holding a barge at a point of ACL's choice near the actual delivery point. In making any subsequent placement of the barge, no additional free time will be allowed
3. Placement for loading is effective the first 0700 hours Central Time after a barge is actually or constructively placed provided ACL has notified the Shipper of such placement by 1100 Central Time hours that day by telephone, email or fax. In the event of verbal placement, written confirmation will be transmitted by the end of the business day. Written confirmation is to include:
  - a. The hull number of the barge
  - b. Communication date and time
  - c. Placement date and time
  - d. Placement location
  - e. Dispatcher information
  - f. Customer name
  - g. Loading draft request
  - h. Contract price (grain only)
4. Placement at the unloading port is effective the first 0700 hours Central Time after a barge is actually constructively placed. Shipper will acquire confirmation of placement through ACL's customer portal "ACL Connect" at [www.acltrac.com](http://www.acltrac.com).
5. Placement is interrupted when a barge is found to be unfit (e.g., "bad order," "dirty") for loading if the Shipper notifies ACL on a business day, Saturday, Sunday or legal holiday of the barge's condition after 1600 hours Central Time of the first day following the effective placement date. Placement resumes the following 0700 hours Central Time after the barge is made ready for loading.

## Release Instructions

### Notice of Release after Loading

1. Unless otherwise agreed, the Shipper shall give ACL notice of release by telephone, email or fax, when a barge is loaded and ready to be picked up. In order to release a barge as of 0700 hours Central Time, the barge must be loaded prior to 0700 hours Central Time, and notice of release be given by 1100 hours Central Time that day. In the event of verbal release, written confirmation will be transmitted by the end of the business day. Written confirmation is to include:

- a. The word "Release"
- b. The hull number of the barge
- c. Communication date and time
- d. Release date and time
- e. Release location
- f. Draft or tonnage
- g. Commodity
- h. Destination
- i. Person releasing barge
- j. Customer Name
- k. Barge release emails can be sent to:  
[BARGERLS@ACLINES.COM](mailto:BARGERLS@ACLINES.COM), or  
Grain release emails can be sent to:  
[GRAINRLS@ACLINES.COM](mailto:GRAINRLS@ACLINES.COM), or  
Fax release (grain or any dry commodity):  
812-288-1664

2. For Saturday, Sunday and legal holiday loading, barges shall not be considered to be released unless:

- a. The Shipper gives ACL pre-advice no later than the preceding business day. The Buyer shall confirm said release to ACL in writing by the end of the preceding business day, or
- b. The Shipper contacts ACL by telephone on a Saturday, Sunday or legal holiday and releases the barge(s) by 1100 hours the Shipper shall confirm said release to ACL in writing.
- c. In either Release Instructions 2.a. or 2.b. written confirmation is to include:
  1. The word "Release"
  2. The hull number of the barge
  3. Communication date and time
  4. Release date and time
  5. Release location
  6. Draft or tonnage
  7. Commodity
  8. Destination
  9. Person releasing barge
  10. Customer name

11. Barge release emails can be sent to:  
[BARGERLS@ACLINES.COM](mailto:BARGERLS@ACLINES.COM) , or  
Grain release emails can be sent to:  
[GRAINRLS@ACLINES.COM](mailto:GRAINRLS@ACLINES.COM), or  
Fax release (grain or any dry commodity):  
812-288-1664

Notice of Release after Unloading

3. Unless otherwise agreed the Shipper shall give ACL notice of release by telephone, email or fax, when a barge is unloaded and ready to be picked up. In order to release a barge of as of 0700 hours Central Time the barge must be unloaded prior to 0700 hours Central time and notice of release be given by 1100 hours Central Time. In the event of verbal release, written confirmation will be transmitted by the end of the business day. Written confirmation is to include:
- a. The hull number of the barge
  - b. Communication date and time
  - c. Release date and time
  - d. Release location
  - e. Estimated tonnage of commodity remaining in barge
  - f. Person releasing barge
  - g. Customer name
  - h. Barge release emails can be sent to:  
[BARGERLS@ACLINES.COM](mailto:BARGERLS@ACLINES.COM), or  
Grain release emails can be sent to:  
[GRAINRLS@ACLINES.COM](mailto:GRAINRLS@ACLINES.COM), or  
Fax release (grain or any dry commodity):  
812-288-1664
4. For Saturday, Sunday and legal holiday unloading, barges shall not be considered to be released unless:
- a. the Shipper gives ACL pre-advice on the preceding business day, or
  - b. the Shipper ACL by telephone on a Saturday, Sunday or legal holiday and releases the barge(s) by 1100 hours that day, confirmed to the ACL in writing.
  - c. In either Release Instructions 4.a. or 4.b. written confirmation is to include:
    1. The hull number of the barge
    2. Communication date and time
    3. Release date and time
    4. Release location
    5. Estimated tonnage of commodity remaining in barge
    6. Person releasing barge
    7. Customer name
    8. Barge release emails can be sent to:  
[BARGERLS@ACLINES.COM](mailto:BARGERLS@ACLINES.COM) , or  
Grain release emails can be sent to:  
[GRAINRLS@ACLINES.COM](mailto:GRAINRLS@ACLINES.COM), or  
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