

OXEA - Bay City Truck and ISO Loading requirements (2001)

Bay City Plant - 2001 FM-3057, Bay City, TX 77414

Document Requirements

<ul style="list-style-type: none"> OXEA's Delivery Note (DN) 	<p>This is a document provided by OXEA/Celanese Driver must have DN document that has correct Order # and Product Name. See sample on Exhibit A</p> <p>Driver that do not have this document will be accepted if they can provide the correct order number and product they arrived to load. Driver that can't confirm the order # and product they plan to load will not allowed to load until they can provide the information.</p>
<ul style="list-style-type: none"> Wash Certificate 	<p>Must have wash certificate. Wash certificate must have signature. <u>Must be clear of any tampering, such as white-out.</u></p> <p>Compartment Trucks must have individual compartment Wash Certificate. Some wash facilities have documents that have an expiration date listed on them. In these cases, the document must be within the expiration date: Example: This document is valid until March 15th, 2025. If your load is after this date, the truck will be rejected. OXEA does not require an expiration date on the wash certificate, but if you add one, you need to comply with that date. We recommend you do not use documents that have expiration dates noted on them.</p>
<ul style="list-style-type: none"> Kosher Wash Certificate 	<p>If requested on the Delivery Note truck must be Kosher washed. Must have: > Rabbi Signature on wash Certificate > Must list all seal numbers on Wash Certificate > Must be clear of any tampering, such as white out.</p>
<ul style="list-style-type: none"> Pressure Test 	<p>"Pressure test passed" must be noted on cleaning certificate. NOT acceptable: "Pressure Tested", "Tested Pressure" or similar. MUST STATE IT PASSED THE TEST. Compartment Trucks must have individual compartment test and each compartment must have "Pressure test passed"</p> <p>Pressure PSI used to pressurize trailer / ISO must be included on the Wash Certificate (preferred) or separate document.</p> <p>or</p> <p>Pressure Test Report with all the sections properly filled and or circled. Compartment trucks must have tests for each compartment.</p> <p>Pressure PSI used to pressurize trailer / ISO must be included on the Wash Certificate (preferred) or separate document.</p>
<ul style="list-style-type: none"> Gasket and Seals 	<p>Gaskets and Seals used on the Trailer / ISO must be clearly stated on the Wash Certificate (preferred) or separate document. See instruction on Exhibit B</p>
<ul style="list-style-type: none"> Strapping Chart 	<p>The driver must have a complete, legible strap chart</p>
<ul style="list-style-type: none"> Drivers License 	<p>Verified, sign-in log at Security</p>
<ul style="list-style-type: none"> Additional information 	<p>let the carriers and drivers know they have a 30 minute window from the original</p>

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	appointment time to get their paperwork in order.
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* Drivers without these documents or information on documents will be rejected prior to entering the facility and/or at the Loading Rack.

Equipment Requirements

• No fluid leaks	Security will perform visual inspection upon arrival outside of the gate
• Clean, dry & odor-free	The truck / ISO will be rejected if failed the inspection at the loading facility.
• Truck Pressure	Truck must be pressure tested at shop/wash rack prior to arrival. Please see documentation requirements in field "Pressure Test".
• Data Plate	All information on Data Plate must be legible and current in accordance with DOT regulations.
• Center Cleanouts for Gauging	Trailers must have a center cleanout cap for the following products: PrAc, i-BuAc, PrH, and AcH, and Undecanal (C-11)
• Seals	ALL openings are required to be properly sealed prior to arriving at the facility. Seals on tanker trucks / ISO serve several important purposes, primarily related to safety, security, and regulatory compliance. Bullet seals will be used for orders with a destination to India. Iso containers must be able to fit bullet seals Bullet seal dimensions are: ¼" wide and 3 ¼" long
• Dry bottom legs	All of our products are loaded from the bottom and when the trailer reaches the customer we expect dry bottom legs in order for the caps to be removed without product spillage
• Intake Spool	The intake spool piece for loading must be clean. We have had several trucks show up with dirt, mud and other debris lodged in the spool pieces.
• Liquid Connections / Fittings	3" male camlock fitting, Reducers are acceptable.
• Vapor Connection	1 inch or 2-inch connections camlock or a crowfoot fitting
• Remote operated shutoff	All tanks must have remote operated shutoff valves per DOT requirements.
• Heating Coils and Insulation	See notes on Delivery Note (DN)
• Catwalk / Walkways	See Exhibit C

* Failure to provide equipment with these requirements will be rejected at the Loading Rack.

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Additional Requirements for Isotanks

• Container Type	IM-101 Single Compartment
• Method of Loading:	Bottom
• Chassis:	Single drop neck, tandem Wheel well fenders on the trailer required
• Connections	<ol style="list-style-type: none"> 1. 3" Camlock (male) 3 NPT / 3 BSP 2. 3" 3-Stop External Valve with Bolted Blank Flange 3. 3" Internal Valve 4. Spare Manway Gasket (no rope style gaskets) 5. Spare Blank Flange Gasket 6. Safety Relief Valve 7. Spare Vent Line Flange Gasket 8. 1 ½" Vent Pipe with Vertical Opening for Gauging Device 9. No Dip Pipe 10. Full-ported, 1 ½" Ball Valve on Vent 11. 1 ½" BSP Dust Cap with ¾" crows foot tapped into it
• Gaskets Requirements	OXEA Isocontainer Gasket Guidance See Exhibit B
• Vapor Recovery	Must have connection for vapor recovery

Driver Requirements

• Check-in in with Security	Safety video required once a year
• Correct documentation	Please refer to Document Requirements above
• Proper PPE	Driver must have appropriate PPE: Hard Hat, Safety Glasses, Goggles on the Hard Hat, FRC, Steel toe boots.
• No Passengers allowed in the loading area	Including pets

Scheduling

• Loading Appointment	Required Email preferred with OXEA in copy <ul style="list-style-type: none"> • Lynda Scheppan: Lynda.Scheppan@celanese.com • Devon Townsend (Back Up) Devon.Townsend@celanese.com • CC/Kristina Martinez: kristina.martinez@oxea.com
• Loading Hours	Mon – Fri 7:00 h – 13:00 h
• Office Hours (for appt request)	Mon – Fri 8:00 h – 16:00 h
• Late Trucks	If a driver is more than 30 minutes late, Celanese will determine if truck will be accepted same day.

Revision History

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Rev	Date	Responsible Person	Description of Change
00	2/20/2020	Heather Valiant	Original
01	3/06/2025	Edward Skelton	Full revision, new format, new updated instructions.
02	03/28/2025	Edward Skelton	Changes in Red (compartment truck, Heating, Insulation notes added, Vapor Connect, recommended PSI, and extra notes on Delivery Note Document), pressure requirement on arrival at Bay City, other changes in red.
03	04/30/2025	Kristina Martinez	Changed logo and company name. Added new contacts
04	11/25/2025	Kristina Martinez	Edits made on wash certificates
05	1/16/2026	Kristina Martinez	<p>Trailer / ISO must arrive Pressurized for loading. Tanks with no pressure will be rejected upon inspection. Recommended PSI 10 to 20.</p> <p>MUST STATE WHAT PRESSURE THE TRUCK/ISO WAS SENT TO THE FACILITY, Example 20 PSI.</p> <p>THE PRESSURE MUST BE VISIBLE ON THE PRESSURE GAUGE (See Equipment Requirements)</p> <p>Pressure gauge will be inspected and verify that there was no loss of pressure based on PSI noted on documents.</p> <p>The manway and all valves must be closed in order to maintain pressure for inspection.</p> <p>Air or Nitrogen are acceptable.</p> <p>Trailer / ISO must arrive Pressurized for loading. Tanks with no pressure will be rejected upon inspection. Recommended PSI 10 to 20.</p> <p>Equipment requirement updated for pressure test.</p>

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Exhibit A

REPEAT 02/28/2025 / 09:47:20

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Delivery Note



OQ Chemicals Corporation
15375 Memorial Drive Suite 300
HOUSTON TX 77079
USA

Shipping Point
OQ Chemicals Corporation
PO Box 77404-0509
BAY CITY TX 77414-0509
USA

Ship to address

Sold to address :

References:
 Delivery No. 80699191
 Delivery date 03/07/2025
 Delivery Time 10:00
 Planned GI date 03/04/2025
 Created on 02/07/2025
 Time 22:51:22
 Created by Amarielis DeJesus
 Customer No. 2134033
 Order no. 362482
 Order date 01/30/2025
 Shipment no. 2300687863

Shipping Condition Road (Truck)
Terms of delivery CPT Carriage paid to US-Cincinnati, OH

Contact Name: Amarielis De Jesus
Phone: +1 214 697 4356
Email: SC.Delivery@OQ.com
Route: 205764 SCHN-BCP-Cincinnati,OH - 3 TT

Transportation Group : Bulk Liquid

Shipping Instructions External :CARRIER REQUIREMENTS:
 *** REQUIRED: CLEANING CERTIFICATES WITH LAST CONTAINED MATERIAL
 **containers must be equipped with a "Chicago fitting"
 REAR UNLOADER ONLY*
Shipping Instructions Internal:REVISION NOTES:
 WEIGHT TICKET INSTRUCTIONS:
 CPU EQUIPMENT WAIVER:
 ADDITIONAL TRAFFIC INSTRUCTIONS:

Containers must be equipped with "Chicago fittings" **REAR UNLOADER ONLY***

Delivery Item	Material No. and Description	Net weight	Gross weight
10	50000040 n-Heptanoic acid Comm.Code/ Imp.Code: 29159018 Customer material no.: 50199283	45,000.295 LB 20,412.000 KG	45,000.295 LB 20,412.000 KG
Customer P.O.: 4989883827- Shipping Instructions External: ADDITIONAL DELIVERY INSTRUCTIONS: ** REQUIRED: CLEANING CERTIFICATES WITH LAST CONTAINED MATERIAL** **containers must be equipped with a "Chicago fitting" **REAR UNLOADER ONLY***			

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Exhibit B

BULK TRUCK GASKET REQUIREMENT

Product	Gasket	ISO Flat Gasket
All products	Neoprene Gaskets	White neoprene gasket for manway required

ISO CONTAINER GASKET REQUIREMENT

Product	ISO Manway Gasket	ISO Flat Gasket
Heptanal	Super Tanktyt Manway Gaskets	standard gasket of PTFE material
n-Nonanal		
n-Undecanal		
Heptanoic Acid		
Pelargonic Acid		
n-Propyl acetate		
n-Butyl acetate		
Isobutyl Acetate		
n-Butyraldehyde		
Isobutyraldehyde		
Oxylube L9-TMP		
2-Ethylhexanoic Acid		

Product	ISO Manway Gasket	ISO Flat Gasket
Isobutanol	Sweet White Rubber Manway Gaskets (SWR) Approved Alternative: Super Tanktyt Manway Gaskets	standard gasket of PTFE material
n-Butanol		
n-Propanol		
1,3-BG (Industrial Grade)		

Product	ISO Manway Gasket	ISO Flat Gasket
1,3-BG (Cosmetic Grade)	Super Tanktyt Manway Gaskets	ISO PITA DNA Valve Gaskets

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Exhibit C

BULK TRUCK CATWALK REQUIREMENT

• Catwalks	Catwalks on the side of the trailer with railing are NOT acceptable
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ISO CONTAINER WALKWAY REQUIREMENT

Approved Catwalks – NO SHORT Catwalks accepted

Only the ones Long A, B, E, Full and F are accepted.

TYPICAL WALKWAY CONFIGURATIONS

