



OXEA – Kinder Morgan Carteret Truck Loading Requirements (9004)

Kinder Morgan – Carteret, NJ – 90 Salt Meadow Rd, Carteret, NJ 07008

Document Requirements

OXEA's Deliver Note (DN)	Driver must have OXEA order number
KM's Request for Loading Form	The loading form must be completed prior loading. See Exhibit A
Wash certificate	Driver must have copy of current wash certificate
Calibration chart	Chart (Innage US gallons only) trailer must be typed on it, no handwritten information
TWIC Card	Driver will need TWIC card in his/her possession to be verified by dispatch prior to loading.

Equipment Requirements

Catwalk	<ul style="list-style-type: none">• Pelargonic acid requires full walkway down center of top of tank
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Driver Requirements

PPE	<p>Ensure the drivers are wearing the proper PPE when scaling in and at the loading rack. As it is getting warmer I will be doing spot checks. If a driver is found without his PPE on the following will be advised:</p> <ul style="list-style-type: none">• 1st Offense – 1 week ban from all terminals• 2nd Offense – 30 day ban from all terminals• 3rd Offense – Permanent ban from all terminals. <p>PPE Requirement for Drivers Hard Hat Safety Glasses & Splash Goggles Flame Retardant Clothing (FRC) with Reflective strips or vest Steel Toe Boots Gloves</p>
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Scheduling Requirements

Carrier Access Agreement	Carrier must have an legal signed agreement in place with terminal or access will denied. Contact terminal if one not in place.
Loading appointment	Carrier must call KM dispatch 24 hrs. in advance to schedule an appointment time for loading. Phone: 732-541-5161 Ext. 75253 & Ext. 75252 or Phone: 732-969-5727
Loading hours	0600-1600
Appointments	Drivers have a half hour window before or after their appointment time. If they arrive early, will be asked to park in overfill area until it is their scheduled appt time. If a driver is late and called ahead to advise, we will work him into the schedule. If a driver is late and no call is made, he will either wait to the end of day or maybe asked to rescheduled
Revisions	If your order is cancelled and you scheduled it, please call and advise so we can remove from the schedule. If your delivery date changes, makes sure when you call to schedule it for a new time, you advise us to remove the other order off the scheduled.
Kinder Morgan Carteret requirement document	See Exhibit B

Revision History

Rev	Date	Responsible Person	Description of Change
00	4/30/2025	Heather Valiant	Original



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Exhibit A

KINDERMORGAN CHEMICAL OPERATIONS - CARTERET, NJ
REQUEST FOR LOADING FORM

COMPLETE ALL OF THE FOLLOWING. PLEASE PRINT.

DATE:	APPT TIME:
NAME OF CARRIER:	
TRACTOR #:	TRAILER # :

SHIPPER :
CUSTOMER'S ORDER #:
CONSIGNEE:

TRAILER MC/DOT #:	_____
Please circle:	STAINLESS OR ALUMINUM

TYPE OF TRAILER: REAR CENTER MULTI COMP
 PRESSURE DATE: _____
 V.I.K. TEST DATE: _____

COMP. #	PRODUCT (NO ABBREVIATIONS)	QUANTITY	COMP. CAPACITY	PRODUCT LAST CONTAINED
1				
2				
3				
4				
5				
6				

DO YOU HAVE ANY PRODUCT IN YOUR TRAILER? YES NO

Requested Maximum Gross Weight _____

HAVE YOU BEEN TRAINED FOR LOADING AT THIS FACILITY? YES NO

DOES YOUR TRAILER HAVE A SIDE CAT WALK YES NO

THIS REQUEST IS NOT AUTHORITY TO LOAD/UNLOAD. IT CONSTITUTES ONLY APPLICATION FOR LOADING/UNLOADING.

DRIVER'S RESPONSIBILITIES WHILE IN TERMINAL

1. Have appropriate MSDS or Emergency Response Guidebook for product to be loaded.
 2. Abide by all safety regulations as established by the Terminal and government agencies, including the use of PPE: FRC, Hard hat, work shoes, goggles/face shields and chemical gloves.
 3. Furnish correct compartment capacity & verify all products by compartment.
 4. Ensure compartments are empty, clean, and dry unless waiver granted by the Customer.
 5. It is the responsibility of the carrier & the driver to ensure the structural & mechanical integrity of the tank truck prior to arriving in the terminal for loading.
 6. Attend to vehicle while parked near or at loading rack. When outside vehicle all PPE MUST be worn, including while getting weight.
 7. Ensure that all valves are closed and outlets capped prior to loading and that the emergency valve is operational.
 8. Ensure that all outlets are secured and properly sealed upon completion of loading.
 9. Proper placarding will be the responsibility of the carrier. It is the driver's responsibility to affix the correct placards to his trailer.
 10. All compartments must be at/below loading temperature: <120 ° F for Combustibles and <100 ° for Flammables.
 11. The BOL will be signed by the driver as the carrier's representative that the truck is a proper container for transportation of each commodity named on the BOL.
- **** Warning: Do not climb up on the trailers without OSHA approved fall protection in place. ****

I CERTIFY THAT THE ABOVE LISTED CARGO TANK, WITH ITS SUPPORTING HOSE(S) AND FITTINGS, MEETS ALL DOW SUITABILITY STANDARDS: ALL FEDERAL, STATE, LOCAL AND D.O.T. SAFETY REGULATIONS INCLUDING TEST DATE REQUIREMENTS, AND ALL VALVES, BOTH INTERNAL AND EXTERNAL HAVE BEEN PROPERLY TESTED AND DETERMINED OPERABLE AND "LEAK FREE"

Driver Signature:	Driver Printed Name:
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Signature indicates information provided is correct and acceptance of conditions above
 S:\NET\Dispatch Book\Dispatch Book Attachments\KM_CHEM OPS Driver Request.xls Document# 1026201
 Revised 2/18/2022

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Exhibit B

Kinder Morgan Carteret requirement document

For Carriers requesting access to Kinder Morgan Terminals

Information to include in a request:

- Indicate the Terminal, or Terminals to which the Carrier desires access.
- The name of the Carrier's company.
- All signed required documents; otherwise, processing time will be delayed.

Required documents for a Carrier to enter a Terminal:

- Carrier Access Agreement
- IRS Form W-9
- Security Plan Acknowledgement
- Certificate of Insurance
- Vehicle paperwork (varies based on requirements of individual Terminals)
- Link to https://www.kindermorgan.com/pages/business/products_pipelines/caa_coi_required.aspx

2. Certificate of Insurance Information

Requirements:

- ADDITIONAL INSURED
 - Certificate Holder needs to be named additional insured on all required policies.
- WAIVER OF SUBROGATION
 - Certificate Holder needs a waiver of subrogation on all required policies.
- GENERAL LIABILITY, AUTO LIABILITY, AND WORKER'S COMPANSATION
 - The Carrier Access Agreement (CAA) requires \$1,000,000 of coverage for the above. .
*See more on Worker's Compensation below.
- UMBRELLA LIABILITY
 - The CAA requires \$5,000,000 of Umbrella Liability coverage for hazardous products and \$2,000,000 for nonhazardous product.
- CERTIFICATE HOLDER
 - Certificate Holder should read:
Kinder Morgan, Inc. and KM Liquid Terminals, LLC

1001 Louisiana Street

Suite 1000

Houston, TX 77002
- UMBRELLA or EXCESS
 - Need statement needed that states, "Umbrella/Excess policy follow form of underlying policies with regard to additional insured and waiver of subrogation."
- PER STATUTE
 - Need to have the "Per Statute" box on the Worker's Compensation row checked.
- EVIDENCE OF MCS90 ENDORSEMENT

3. Worker's Compensation

Any carrier who is coming on to Kinder Morgan property must carry Worker's Compensation. This rule applies regardless of the number of employees that the Carrier employees. Many states allow business owners to be exempt from Worker's Comp if they have less than a certain number of employees (this number varies from state to state).

The only exemptions Kinder Morgan allows for Worker's Comp are:



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1. The driver is an Owner-Operator.
2. The company is employing independent contractors to pick up product (this is allowed because the Carrier Access Agreement has indemnity language within in it which specifically addresses this situation)

If a Carrier says that they are exempt from Worker's Comp because of either of the two reasons above then they will need to either:

1. Provide state documents if they formally applied to their state for an exemption or
2. Send a letter to Kinder Morgan on the Carrier's letterhead explaining why they are exempt from Worker's Comp. This letter will need to be updated either annually, or at every insurance renewal.