



OXEA – LBC Truck and Iso Loading Requirements (9029)

**LBC – Seabrook, TX** - 11666 Port Road, Gate 1 Seabrook, TX 77586

## Equipment Requirements

<p>Iso Containers Requirements</p>	<p>Size and weight</p> <ul style="list-style-type: none"> <li>• Must be sized properly for the amount of product ordered.</li> <li>• If container does not have baffles, DOT/IMG requires loading to at least 80% of container capacity.</li> <li>• Driver must present a valid Overweight Permit if the gross weight is to exceed 80,000 lbs. With an Overweight Permit, the maximum weight will not exceed 84,000 lbs.</li> </ul> <p>Labels/Stencils o DOT/IMDG required product labels/stencils for hazardous products. Placards o LBC supplies plastic placards.</p> <ul style="list-style-type: none"> <li>• Driver must supply adhesive placards, if required</li> <li>• Vent Lines o LBC installs a high-level probe in the vent line during loading</li> <li>• Vent lines must be a straight pipe.</li> <li>• Vent lines have quarter turn ball valves.</li> <li>• Vent lines must not have screens.</li> </ul> <p>BOV</p> <ul style="list-style-type: none"> <li>• Container must be equipped, or driver must have a 3” male camlock fitting for LBC to load/discharge through</li> </ul> <p>Chassis</p> <ul style="list-style-type: none"> <li>• The chassis carrying ISO containers must have safe access to the bottom valve. Access can be either:             <ul style="list-style-type: none"> <li>• Full grating from the rear of the chassis to the ISO container</li> <li>• A “slider” chassis which allows the ISO container to be positioned at the rear of the chassis.</li> </ul> </li> <li>• ISO container must be locked down to the chassis. Driver must ensure the locking mechanism is engaged prior to entering the terminal. LBC loading operator will ensure container is locked to the chassis prior to releasing the truck.</li> </ul> <p>Strapping/Calibration Charts</p> <ul style="list-style-type: none"> <li>• Must be in US measurements.</li> <li>• Must include the complete volume of the container (not just the top third or half)</li> </ul> <p>Trucks and drivers that do not meet the above requirements will be rejected and subject to rejection charge. Isotanks and Intermodal – driver must provide stencils</p>
<p>Truck Requirements</p>	<ul style="list-style-type: none"> <li>• Arrive with the proper equipment.             <ul style="list-style-type: none"> <li>• Proper equipment includes, but is not limited to, current inspection dates; proper loading equipment; good tires; rear or center unloader as requested by customer; etc.</li> <li>• On vapor loaded trucks LBC installs a high level probe in the wash out.</li> <li>• All trucks require vapor recovery</li> </ul> </li> <li>• Is suitable for loading.             <ul style="list-style-type: none"> <li>• Clean, dry, and odor free or possess a bill of lading indicating the previous product if the trailer is a reload</li> <li>• If trailer is reloading, the residue is compatible with the product to be loaded</li> </ul> </li> <li>• Able to be sealed with security seals. This includes all access ports, valves and washout caps.             <ul style="list-style-type: none"> <li>• The trailer must have a full grating walking surface which allows access to all washout cap locations.</li> <li>• Customers can waive seals however the approval must be received with the order in order to avoid a delay and additional handling charges</li> </ul> </li> <li>• Possess any required DOT or state inspections for that container and the type of product shipping. Loads for hazardous materials require the following tests:             <ul style="list-style-type: none"> <li>• (V) External – within 1 year</li> <li>• (I) Internal – within 1 year, if insulated or in corrosive service or 5 years for all others except MC338</li> <li>• (K) Leakage – within 1 year except MC338</li> <li>• (P) Pressure – within 1 year if insulated and lined or 5 years for all others except MC338</li> <li>• (T) Thickness – within 2 years if in corrosive service</li> <li>• (L) Lining – within 1 year if in corrosive service</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>External appearance and appurtenances (lights, tires, cargo tank, piping, valves, ladders, vents, relief devices, and etc.) are in good condition. There is no evidence of tank leakage or corrosion.</li> <li>All cargo tank piping and fittings have at least 12" road clearance. Rear piping and fittings are protected by the bumper with 6" minimum clearance.</li> <li>All bolts are in place on flange connection and blank flanges.</li> <li>Dome closures and gaskets are in good condition.</li> </ul> <p>Isotanks and Intermodal – driver must provide stencils</p>
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## Document Requirements

Order Information	<ul style="list-style-type: none"> <li>Customer order number/reference number</li> <li>Product to be loaded</li> <li>Carrier</li> <li>Trailer number</li> </ul>
Clean out Certificate Certificate	Required for tanks presented as clean, dry and odor free Certificate must contain previous cargo, date cleaned, location cleaned, and how cleaned
Drivers License	required
TWIC Card	Valid TWIC card is required Due to the TWIC Reader Rule mandatory compliance, LBC Security will be reenrolling all persons entering the facility as well as granting them a scan badge to access the terminal. To complete each profile, the new biometrics system requires the 8-digit TWIC pin to be entered during enrollment. The TWIC Office issues this 8-digit pin to each TWIC holder during enrollment or reenrollment. An example of this 8-digit pin card is provided below. We request that our customers notify their carriers, surveyors, etc. about this change. Rolling out this new badge system will come in phases, which will allow ample time for persons needing to reset their TWIC 8-digit pin to do so. This early communication of our mandatory change should help mitigate delays and denials of entry at our main gate.
Strapping/Calibration Charts	<ul style="list-style-type: none"> <li>✓ Strapping/calibration chart must be for the trailer that is being presented.</li> <li>✓ Be legible – typed or printed. This includes trailer number.</li> <li>✓ Be accurate and complete.</li> <li>✓ Outage strapping/calibration chart must specify if it is BOD or TOD</li> <li>✓ Include the trailer number typed or mechanically printed on the chart.</li> <li>✗ Trailer-mounted charts will NOT be accepted.</li> <li>✗ NO handwritten entries.</li> </ul> <p>Incorrect strapping charts may result in an overweight or underweight and carrier-imposed demurrage charges. Trucks that are underweight or overweight due to incorrect strapping charts are subject to additional handling fees. Not meeting the above criteria will cause a REJECTION.</p>
Carrier Registration	Carriers must be registered with LBC in order to pick up or deliver product. Carriers can schedule appointments prior to being registered however if a carrier is not registered upon arrival, it will result in a rejection. To become registered, a carrier must send via email to cshou@lbctt.com the following: <ul style="list-style-type: none"> <li>➤ FEIN number</li> <li>➤ Certificate of insurance</li> </ul>

## Driver Requirements

Upon Arrival	<ul style="list-style-type: none"> <li>Check in with Security at the front gate.</li> <li>A valid photo ID is required for entry.</li> <li>A valid driver's license is required for operating a vehicle within the terminal.</li> <li>Please have your appointment details available.</li> <li>Smoking is prohibited in all areas.</li> <li>The speed limit is 15 mph.</li> <li>Photography is prohibited.</li> <li>Adhere to all additional rules posted throughout the terminal.</li> </ul>
PPE	<p><b>Fire Retardant Clothing (FRC)</b> long pants, long sleeve shirt, or coveralls affixed with NFPA 2112 or NFPA 70E label. <b>High visibility striping</b> on chest and back Can be incorporated into FRC garment or separate, such as vest or harness.</p> <p><b>Steel-toed shoes or boots</b></p>



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	<p>Must meet ANSI Z41.1 standards.</p> <p><b>Hard hat</b> Must meet ANSI Z89.1 Type 1 or Type 2, class E or class G standards.</p> <p><b>Safety glasses</b> Must meet ANSI Z87.1 standards.</p> <p><b>Gloves</b> Chemical resistant gloves worn for tasks involving chemical handling High dexterity gloves worn when completing ergonomic tasks Cut resistant gloves should be used to handle material with sharp edges or metal fragments Welding gloves should be worn when performing welding, soldering or brazing. Possession of cell phones is prohibited in all operational areas of the facility.</p>
Proof of Insurance	Required
Special Driver Instructions	NO CELL PHONES IN THE TERMINAL OR THEY WILL BE BANNED

## Scheduling Requirements

Loading Appointment	<p>All loading appointments must be scheduled 24 hours in advance LBC's Transporeon system. The following information is required to schedule a truck:</p> <ul style="list-style-type: none"> <li>• Customer order number</li> <li>• Product name</li> <li>• Carriers name</li> </ul>
Loading Hours	<p>Appointments are available 24 hours, 7 days a week Appointments can be scheduled up to 60 days in advance</p>
Late Trucks / No Shows	Trucks arriving more than 15 minutes <b>after</b> their scheduled appointment will be rejected and a no-show penalty will be charged.
Cancellations	<p>Changes or cancellations must be done at least 24 hours in advance of the appointment time. Any truck appointment that is not cancelled within 24 hours of the load/unload time will be subject to a no-show penalty.</p>
Rejected Trucks	Trucks may be rejected if they do not comply with the requirements outlined above or other regulations not detailed in the guidelines. LBC reserves the right to refuse loading of any container if it appears unsafe or inadequate for loading/unloading. Customer Service will notify the customer within two hours of a rejected truck and identify the reason. Rejected trucks must be rescheduled with customer service.

## Revision History

Rev	Date	Responsible Person	Description of Change
00	5/1/2025	Amarilis De Jesus	Original