



**Delivery and Logistics Work Instruction
TRI005 - 9005 - Argo truck loading requirements**

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Address: Kinder Morgan Argo – 8500 West 68th, Argo, IL 60501

Document Requirements

OXEA's Delivery note (DN)	Driver must have Oxea order number
KM's Request for Loading Form	Carrier must complete KM Request to Load form prior to arrival at the terminal. Exhibit A
TWIC card	Driver will need TWIC card in his/her possession to be verified by dispatch prior to loading.
Wash certificate	Driver must have washout slip dated within 72 hours of loading and also calibration chart for trailer that is loading.

Truck Loading Requirements

PPE	ALL DRIVERS MUST HAVE PROPER PPE: <ul style="list-style-type: none">• Hard hat• Goggles• HI Visibility Reflective Fire Retardant long pants & long sleeved shirts• Chemical resistant gloves• Safety toe boots• YOUR OUTER MOST LAYER OF CLOTHING MUST BE REFLECTIVE & FIRE RETARDANT
Full face respirator/face shield	PRODUCTS WITH HAZARDOUS VAPORS <ul style="list-style-type: none">• 2-Ethylhexanoic Acid• Acetic Acid• Formic Acid• Acetic Anhydride• DMAPA• MEA Require Full face respirator (on hand)
	COOROSIVE PRODUCTS <ul style="list-style-type: none">• 2-Ethylhexanoic Acid• Acetic Anhydride• Formic Acid• Acetic Acid• DMAPA• MEA Require Fire retardant chemical suit*
	HEATED PRODUCTS <ul style="list-style-type: none">• 6 Oil• NPG90• DEA• P2000 & TEA Require Face Shield



Scheduling Requirements

Loading appointment	Carrier must call KM dispatch 24 hrs. in advance to schedule an appointment time for loading. Phone number: 708 496 2865.
Loading hours	Mon – Fri 6:00 h – 15:00 h



Exhibit A

REQUEST FOR LOADING



To expedite processing please fax this completed form several hours in advance of arrival
Any questions should be directed to KMLT Dispatch
Scale House # 1 Ph: 708-496-2865 Fax: 708-924-1713

Scale House # 2 Ph: 708-496-2546 Fax: 708-496-2884

Ph: 708-924-5971 Fax: 708-458-3863

Shipper Name: _____

Order Number: _____

Date: _____

Consignee Name: _____

City/State: _____

PLEASE DELIVER AS FOLLOWS - TRAILER CALIBRATIONS ARE REQUIRED FOR LOADING										
Comp artmen t	Product Name		Gallons to Load	Pounds to Load	Compt Capacit y (gallons)	Innage (in inches)	Outage (in inches) _ Shell _ Top of dome	CURRENT/PREVIOUS PRODUCT	L O A D E D	O N L A S T
1										
2										
3										
4										
5										

Maximum gross weight (not to exceed 78,500): _____
Gross weight that you do not want to exceed

THIS REQUEST IS NOT AUTHORITY TO LOAD - IT CONSTITUTES ONLY APPLICATION FOR LOADING

Trailer calibration charts are (circle PROVIDED / STENCILED ON TRUCK one):

Please Indicate (circle one): STAINLESS STEEL / ALUMINUM Carrier: _____

Trailer Cleaned (circle one): YES / NO Trailer #: _____

Method of Cleaning: _____ (DOW products only)

Seal All (circle one): YES / NO # of Seals: _____

Trailer MC No: _____ Inspection Dates: VIK _____ Pressure _____



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of Product Tags: _____ I _____ P _____ T _____

of Placards Requested: _____

DRIVER RESPONSIBILITIES WHILE IN THE KINDER MORGAN TERMINAL

****Provide BOL for each product currently loaded; provide wash ticket for each empty compartment***

*Ensure that the trailer is proper container for transportation of each commodity named hereon. The bill of lading will be signed by the

driver as the carrier's representative that the truck is the proper container for the transportation of each commodity.

* Ensure that the trailer has a 14 in clearance (when loaded) with trailer legs in up position to cross over railroad tracks.

*Furnish correct compartment capacities.

*Ensure that an MSDS or the latest edition of the Emergency Response Guidebook for each product is in the truck

*Shut off engine and all electronic equipment including cellular phones during the loading operation.

*Exit cab and monitor trailer for leaks during loading.

*Stay with your vehicle while parked near or at loading rack.

***Wear the mandatory PPE (hard hat, safety goggles, chemical resistant gloves, steel toe shoes, reflective fire retardant long pants & long sleeved shirts) .**

*Wear additional mandatory PPE including fire retardant acid suit, face shield and respirator when required.

*Wear an OSHA approved respirator when required (by signage posted in the facility).

*Abide by all Safety and Environmental regulations as established by KMLT and Government agencies.

*Properly placard your trailer as required by the DOT.

*Attach any required product ID tags and seals to the proper outlets and manways/domes.

*Ensure trailer is equipped with gaskets that are compatible with the products to be loaded and all applicable valves are closed and outlets are capped prior to loading. **(DOW products only)**

DRIVER'S NAME PRINTED

DRIVER'S SIGNATURE