



Address: Kinder Mogan Philadelphia - 3300 N. Delaware Ave, Philadelphia, PA 19134

Document Requirements

<ul style="list-style-type: none">• Cleaning Certificate	Must be present and match the trailer. Must state trailer is clean, dry, and odor-free If applicable, each compartment must be listed with individual test results Must include FEIN# Must be free of any tampering (e.g., white-out)
<ul style="list-style-type: none">• Strapping Chart	Driver must have a complete, legible strapping chart for the trailer in use.
<ul style="list-style-type: none">• HM232 Compliance Letter	Required for all non-hazmat carriers; must include FEIN#.
<ul style="list-style-type: none">• Gasket Information	Trailer must be equipped with gaskets compatible with the product to be loaded. Gasket type should be included on the cleaning certificate or a separate document.
<ul style="list-style-type: none">• TWIC Card	All drivers must present a valid TWIC card.
<ul style="list-style-type: none">• Security Seals	If applicable, seals must be applied to all openings used for loading and listed on relevant documentation.
<ul style="list-style-type: none">• Order Number Requirement	Carrier must provide the exact OXEA order number , including any suffixes (e.g., XXXXXX-10), at the time of pickup. Failure to provide a valid order number will delay or prevent loading.
<ul style="list-style-type: none">• Carrier Pre-Approval Requirement	All carrier information must be submitted prior to arrival. If the carrier is not registered in Kinder Morgan's system, a HM232 Compliance Letter with FEIN# (for hazmat carriers) or FEIN# only (for non-hazmat carriers) must be provided.

* Drivers without these documents or information on documents will be rejected prior to entering the facility and/or at the Loading Rack.



Equipment Requirements

• Fire Retardant Clothing (FRC)	Required for all drivers. Must include reflective vest if FRC clothing is not reflective.
• Personal Protective Equipment (PPE)	Drivers must wear: <ul style="list-style-type: none">• Hard Hat• Splash Goggles or Safety Glasses• Steel Toe Shoes• Gloves
• Clean, Dry & Odor-Free Trailer	Trailers must be inspected prior to loading and must pass visual inspection.
• No Cell Phones or Wireless Devices	Strictly prohibited on-site and inside the truck during loading.
• No Shorts, Smoking, or Jewelry	Drivers must wear full-length pants and remove all jewelry.
• Secured Equipment	All outlet valves must be closed and capped. Dome lids and all other openings must be secured post-loading. Visual leak check must be completed before leaving loading area.
• Trailer Compatibility & Readiness	All compartments must have sufficient outage for the product to be loaded All placards and tags must be applied (if applicable) Engine must be turned off during loading All electrical devices must be off and removed from cab Intake and connections must be clean and clear of debris



Driver Requirements

• Proper PPE	Drivers must comply with all PPE and FRC requirements before entering the terminal.
• TWIC	Required for access to the facility.
• Conduct and Readiness	Drivers must secure all openings after loading Drivers will not be allowed to load without proper documentation No passengers allowed

Scheduling

• Loading Hours	Monday – Friday: 08:00 – 17:00 First come, first served (No appointments required)
• Contacts	• Primary Contact Angela Corradetti - PH: 215-634-3031 ext. 77226 Email: Angela_Corradetti@kindermorgan.com • Back-up Contact Mark Hallquist - PH: 215-634-3031 ext. 77217 Email: Mark_Hallquist@kindermorgan.com • Customer Service Email: PhilaCustServDept@kindermorgan.com