



U.S. OIL, a division of U. S. VENTURE, INC.
TERMINAL PROCEDURES
LOADING, UNLOADING & FACILITY ACCESS
MANDATORY SAFETY RULES AND PROCEDURE

1. Each Driver must be authorized by carrier/employer to receive Terminal access and loading/unloading privileges.
2. Driver is required to have a valid driver's license endorsements and training for transportation of products.
3. Required driver PPE: Oil-resistant, slip resistant work shoes/boots, Shirts with sleeves (short sleeves are okay, no muscle shirts) and long pants. Clothing or jackets made of polyester, rayon or nylon prohibited
4. Driver must remain in attendance of the vehicle at all times and have a clear view while loading or unloading operation is taking place.
5. Smoking is prohibited on Terminal property.
6. Trucks must stop at yellow line or at least 30 feet behind any truck loading.
7. Driver must obey all traffic and work practice signs.
8. Lights, radios, CB's, cell phones and electrical accessories must be turned off before pulling into rack. Cell phones are allowed only for troubleshooting with terminal staff.
9. Truck engine must be shut off during loading.
10. Trailer must have working air brake interlock system connected to both vapor recovery and Product lines.
11. No truck repairs are permitted while the vehicle is under rack.
12. No unauthorized passengers are allowed in the Terminal. No domestic animals are allowed on premises.
13. Disabled trucks must be towed from rack before jumping battery. Do not push any truck.
14. Report all spills to Terminal personnel immediately. In the event of a spill, engines must be shut down and transports must not be moved. Engines may not be re-started until authorized by Terminal staff.
15. Disconnect hoses and check for leaks from tanker truck before moving truck out of rack.
16. Verify BOL accuracy and sign where required. BOL changes will not be made once the transport has left the terminal.
17. Follow Terminal security procedures. Report all suspicious activity to Terminal manager immediately. Stay out of all areas marked "Restricted". Failure to do so may result in revocation of loading/unloading privileges.
18. Legal load limits are the responsibility of the driver.
19. Drivers are not allowed to climb their trailers for any reason unless approved Terminal fall protection is being used that complies with OSHA regulations.
20. If applicable, Terminal staff will review butane and/or propane safety procedures.
21. If applicable, disengage **DPFS** device (**D**iesel **P**articulate **F**ilter **S**ystem) while on Terminal property.
22. Prior to entering loading rack, make complete stop at yellow line, depart transport and inspect for hot brakes and damaged exhaust system. Inspect rack staging area for free Product and vapors. Report unsafe conditions to Terminal staff immediately, transport prohibited to enter rack area until hazardous conditions are corrected.
23. Backing completely out of Terminal loading rack area is prohibited. Drivers must drive forward out exit driveway and go back around to entrance gate.
24. API-1640 minimum trailer cleaning requirements must be followed (see posted requirements).
25. Slop management requirements must be followed (see posted requirements).