

Division: Excel Paralubes	Document Title: Attach. E – Tanker Truck Loading Requirements	Document No.: 3507A010.5	
Document Type: Work Process Attachment	Approved By: O&QA Director	Revision Date: 01/11/2021	Revision No.: 13
Initial Issue Date: 07/22/97	Revised By: Shara Donovan	Review Frequency: 3 Years	
		Last Review Date: 01/11/2021	

Excel Paralubes

2800 Old Spanish Trail, Westlake, LA 70669

Tanker Truck Loading Requirements

General Requirements:

1. All trailers must be clean, dry, and vapor-free as demonstrated by:
 - a) Cleaning certificate
 - a. For base oil loads: hot water wash only; diesel wash not acceptable
 - b. For HDW loads: hot water wash or diesel wash acceptable
 - b) OR Proof of Excel previous contents

The carrier assumes responsibility for any issues with product quality associated with trailer configuration and/or cleanliness. The Excel load line sample will be assumed to be representative of the quality of product loaded in the trailer; any variation in the finished load will be assumed to have come from the trailer.

NOTE: Excel will reject any trailer with hazardous material previous contents that required placarding; a cleanout certificate is required to load these trailers.

2. All trailers must be capable of holding the specified order amount or truck/trailer capable of weighing 78,500 lbs. (loaded/gross weight) without the load being shut down due to product touching the scully.
3. All trailers must be single compartment trailers unless the scheduled order is for more than one product.
4. All trailers must have bottom-center 4" male dry-break connections (API 501) and Scully Groundhog™ system (8-pin) capable. Loading and overflow protection connections must be bolted, screwed, or welded to the trailer before arrival to load. Overflow protection probe must extend at least 6" into the barrel of the tank. Trailers with camlock connections in the loading manifold, and/or hatch mounted overflow protection will NOT be accepted for loading.
5. All trailers must be equipped with a loading line drylock that can be sealed.
6. Loading connections on all trailers must be in a 6' span that is centered 38' from the center of the front axle of the truck and/or 32' from the center of the rear axle of the trailer.
7. Loading connection(s) on all trailers must exit from the **passenger side** of the trailer, 36" high maximum and 24" high minimum. The connection(s) must be parallel to the loading scale slab, parallel to the axle of the trailer. The face of the loading connection must be a maximum of 19" from the outer edge of the tank and/or attachments (hose racks, etc.) and be unobstructed by ladders, etc.
8. The vent/overflow line on all trailers must be capable of connecting to Excel's 4" vent line.
9. The maximum allowable height of a truck to be loaded on the west rack is 12'7". Total clearance on the east rack is 16'10". Trucks/trailers must be able to enter the racks (over speed bump at entrance)

Document Name: Attachment E – Tanker Truck Loading Requirements	Document No.: 3507A010.5	Revision Date: 01/11/2021	Revision No.: 13
---	------------------------------------	-------------------------------------	----------------------------

without exceeding height clearance.

10. Excel-loaded orders must be loaded on the west rack. Driver-loaded orders requiring sampling by an Excel Loader must also be loaded on the west rack. All HDW orders must be loaded on the east rack.
11. Drivers must be able to provide strapping tables per compartment upon request. Compartment capacities must be clearly marked.
12. All base oil loads must be scheduled with the Excel scheduler. Any changes should be handled through the Excel Shipping department. HDW loads are scheduled with carriers by Calumet.

Driver Requirements:

1. Drivers must present a valid TWIC card. If driver does not have a TWIC card, he/she will not be allowed entry into the Excel Paralubes facility and, therefore, will not load.

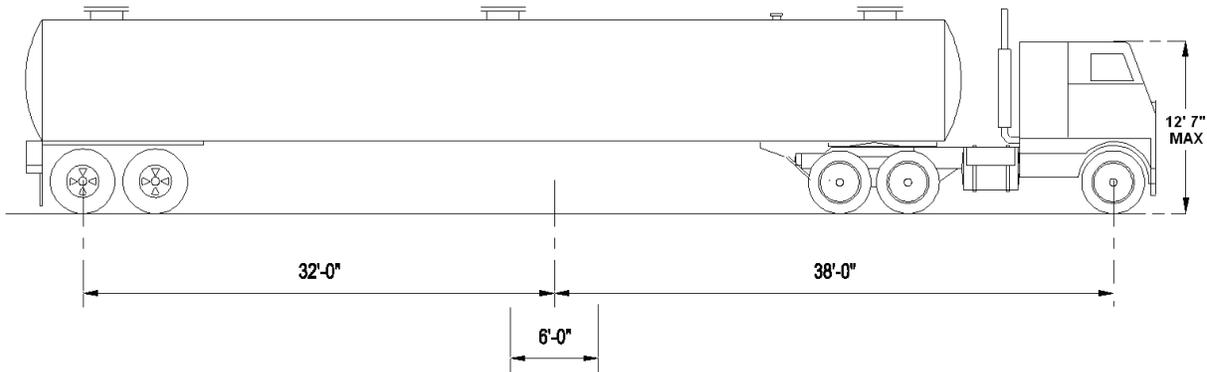
Safety/Environmental Requirements:

1. All cell phones must be turned off before entering the Excel facility and must remain off until drivers have exited the facility.
2. All safety procedures and instructions received from Excel loading personnel must be obeyed.
3. Smoking is permitted only in designated smoking areas.
4. The following personal protective safety equipment must be worn: hard hat, face shield while connecting/disconnecting trailers and sampling, safety glasses, and leather or rubber work shoes/boots with a distinct heel.
5. All drivers must comply with Excel or D.O.T. rules and regulations, whichever is more stringent, while operating transport vehicles within the Excel facility. Transport vehicles are NOT to exceed 10 mph, and drivers must obey all signs and directives. While loading, waiting to load, or waiting for appropriate paperwork after loading, the vehicle's engine and electrical system (unless necessary for Scully operation during loading) must be turned off, and brakes must be set.
6. Drivers should immediately notify an Excel employee if he/she observes an unsafe condition or is involved in an incident.
7. All spills must be reported to an Excel employee immediately. No product is to be drained from transport vehicles to the ground. Containers used to catch drips must be emptied appropriately.

Document Name: Attachment E – Tanker Truck Loading Requirements	Document No.: 3507A010.5	Revision Date: 01/11/2021	Revision No.: 13
---	------------------------------------	-------------------------------------	----------------------------



TRUCK LOADING CRITERIA



ALL LOADING CONNECTIONS MUST BE WITHIN THE 6' SPAN THAT IS CENTERED AS SHOWN.

LOADING CONNECTION MUST EXIT TO THE PASSENGER SIDE OF THE TRAILER. CONNECTION MUST BE PARALLEL TO THE LOADING SCALE SLAB, PARALLEL WITH THE AXLE OF THE TRAILER AND NOT ANGLED DOWNWARD, FORWARD OR REARWARD. THE FACE OF THE LOADING CONNECTION MUST BE A MAXIMUM OF 19" FROM THE OUTER EDGE OF THE TANK AND/OR ATTACHMENTS (HOSE RACKS, ETC.) AND BE UNOBSTRUCTED BY LADDERS, ETC.

FRONT VIEW OF TRAILER

