

# Excel Paralubes

2800 Old Spanish Trail, P.O. Box 850, Westlake, LA 70669

## Truck Loading Requirements

### General Requirements:

1. All trailers must be clean, dry, and vapor-free certified by:
  - a) Cleaning certificate provided to Excel Loader upon arrival, or
  - b) Excel previous contents as demonstrated by bill of lading provided to Excel Loader upon arrival.

"Clean" shall mean: trailer must be free of water, free of any visible particulates, and well drained.

Trailers previously containing non-Excel Paralubes product require a written customer waiver before scheduling.

**NOTE: Excel will reject any trailer whose last contents were hazardous material that required placarding; a cleanout certificate is required to load these vehicles.**

2. Equipment must be capable of holding the specified order amount, or must be capable of weighing 78,500 lbs. (gross weight) without load being shut down due to product touching the scully.
3. If loaded by Excel, all trailers will be inspected prior to loading by our operator. If card key loaded by driver, all trailers must be inspected before arrival. Loads will be sampled and tested prior to release.
4. All loads must be scheduled with the Excel scheduler. Any changes should be handled through the Excel Shipping department.
5. Drivers must be able to provide strapping tables per compartment upon request. Compartment capacities must be clearly marked.
6. If loaded by Excel, baffled trailers will be rejected without a written customer waiver.
7. All trailers must be single compartment trailers unless scheduled order is for more than one product.
8. ALL trailers must have bottom-center 4" male dry-break connections (API 501) and be Scully Groundhog™-system (8-pin) capable. Loading and overflow protection connections must be bolted, screwed, or welded to the trailer before arrival to load. Trailers with camlock connections in the loading manifold, and/or hatch mounted overflow protection will not be accepted for loading. Overflow protection probe must extend at least 6" into the barrel of the tank.
9. Loading connections must be located 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.
10. Due to the construction of our loading racks, maximum allowable height of the tractor is 12' 7" (excluding stacks), for all loads requiring trailer samples. If tractor exceeds 12' 7" and will be loaded by Excel, a waiver must be obtained to waive trailer inspection and release on line sample. If tractor exceeds 12' 7" and will be loaded by the driver, the trailer must be loaded at the East Loading Rack.
11. Loading connection(s) 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. NO rear/center loaders allowed.
12. Trailers must be equipped with a loading line drylock which can be sealed unless a written customer waiver is obtained before scheduling.
13. The vent/overflow line on all trailers must be capable of connecting to our 4" vent line.
14. Excel's Bill of Lading and Certificate of Analysis are the official shipping documents and must be presented to customer personnel for sole verification of product for offloading purposes.

### 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 our facility, and therefore load will not be processed.

### Safety/Environmental Requirements:

1. All cell phones must be turned off before entering the Excel facility, and 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 minimum personal protective safety equipment must be worn: hard hat, safety glasses, and leather or rubber work shoes/boots with a distinct heel.
5. The driver should immediately notify an Excel employee if he/she is involved in an accident or observes an unsafe condition.
6. 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 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) must be turned off and the brakes set.
7. All drivers are required to have a copy of the D.O.T. Emergency Response Guidebook.
8. 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.

If you require further information, contact the Phillips 66 Customer Service Center at (800) 527-3236 or (888) 877-3170.

