



GCE TERM 1 LLC

Houston, TX

Operating Guidelines & Loading/Unloading Instructions

Foreword

Truck loading and unloading at the GCE TERM 1, is constructed for safe and accurate loading and unloading of trucks by a properly trained and authorized driver. Compliance with the safety instructions and loading/unloading procedures in this plan will eliminate loading/unloading hazards. It is extremely important that this loading/unloading plan be read thoroughly and understood. Drivers **must** read and sign the "Certificate of Understanding" (Attachment 1) certifying that he/she has read and understands these Regulations and Loading/Unloading Instructions.

Security

Please remember we are regulated by "Department of Homeland Security". Absolutely **No Visitors** while on terminal yard. All drivers must possess a TWIC card upon entering the facility. Possession is defined as being able to access in 10 minutes or less. If you misplace, loose, or leave your card at home, you must notify terminal personnel upon entering the facility with your Diamond card. You will be treated as a visitor and must be escorted. Failure to do so could cost you up to \$10,000 fine by USCG if you are in a regulated facility without your TWIC and not escorted. All new drivers must read Visitor Security Information and complete a TWIC test prior to receiving a loading card (Provided at Facility). Please report any strange or unusual activities by persons to a terminal operator.

Safety (PPE)

Drivers must wear approved safety glasses, steel toe shoes/boots, and gloves during connecting or disconnecting. Drivers must wear collared, short sleeve or long sleeved shirts. No tee shirts or sleeveless shirts allowed. Truck and or trailer maintenance is prohibited at the loading/unloading racks. Do not wash truck and or trailer at the racks, unless cleaning a spill. (All Spills must be reported) Do not leave truck idling any time on the terminal yard.

GENERAL LOADING AND UNLOADING RULES

1. ABSOLUTELY NO SMOKING while in the loading area. Cigarettes, cigars, and other smoking materials, must be extinguished before entering the loading area. No open wheel lighters or strike-anywhere matches. Smoking is permitted only in designated areas.
2. Transport vehicles will not be loaded or unloaded during electrical storms.
3. If the transport vehicle engine stalls at the loading area and fails to start, it must be towed (not pushed) at least 100 feet from the loading area before any work is performed on it. Under no circumstances is the booster battery to be connected to the transport vehicle within 100 feet of the loading area.
4. Truck ignition keys must be out of the tractor ignition and placed over the end of one loading hose connection before any product is transferred.
5. Truck / transport electrical and communications devices (i.e. heaters, pagers, cell phones, etc.) must be turned off before any product transfer is initiated.
6. No work or service check whatsoever is to be done on the transport vehicle during loading or unloading operations. This includes headlights, lifting the hood, filling the radiators, and the like.
7. In the event it should become necessary to use a light other than the existing loading area lights, drivers must provide flashlights or hand lanterns that conform to Class Specifications – Hazardous Locations Flammable Gases Or Vapors Are Or May Be Present. This light must bear the label of the U.S. Bureau of Mines and/or the Underwriter's Laboratories.
8. Drivers and passengers must wear fire-retardant or flame-resistant clothing in compliance with Company's Clothing Policy, a copy of which is attached hereto. Hard hats equipped with face shields must be worn during transport loading and unloading operations. Non-absorbing splash aprons, gloves and safety glasses must be worn for loading/unloading operations. Synthetic clothing, including trousers, jackets, and shirts, may not be worn in the loading area.
9. Work-style shoes are required. Sneakers or athletic shoes made from canvas or synthetic materials may not be worn.
10. No passengers are permitted in the loading area. They are required to wait outside the plant fence. Only transport vehicles being loaded or unloaded are allowed in the loading area.
11. Parking brakes must be set when in the loading area.
12. Drivers must place chock blocks under the wheels of the transport vehicle and connect the ground cable upon parking in the loading area.
13. All transport trailers are to have one wheel chocked front and rear before loading commences.
14. The static bonding cable must be connected to a transport trailer before any hose connection is made.
15. Transportation vehicles found to have defective equipment, including, but not limited to, the following, will not be loaded: tire problems, tank physical damage, leaks, worn connection fittings, brake problems, invalid inspection stickers. If defects are found, loading privileges will be canceled until all defects are corrected.
16. Drivers shall determine that no valves on the transport equipment are leaking and that all hoses are

disconnected before starting the engine. Transport trailers are to be inspected prior to loading. The tank must be confirmed empty and the pressure must be within loading parameters.

17. A fully charged, properly inspected fire extinguisher must be on the tractor/transport unit.
18. The transport tank must have a valid DOT inspection sticker properly affixed to the tank.
19. All transport vehicles must meet state LPG Administration Standards.
20. The transport tank must have the tank data plate affixed to the tank with all information legible.
21. Drivers must sign in or register at the facility prior to beginning loading. Drivers must return to the loader when loading is complete and must sign the Bill of Lading.
22. Drivers must remain with the transport equipment during the loading and unloading operations.
23. It is solely the driver's responsibility to ensure that all equipment is cleared and properly secured before leaving the loading rack.

Note: These safety rules are not all inclusive and do not relieve individuals of their obligation to exercise common sense, reasonable care, and good judgment.

Spills

A spill is any unintentional release of product other than those few drops normally associated with connecting or disconnecting. (Must be reported to on duty operator) Metal buckets are provided at the loading/unloading racks for your use. (No plastic buckets allowed)

DO NOT DRAIN ANY PRODUCT INTENTIONALLY UNDER LOADING RACK. All spills **must be** reported immediately to the on duty Operator or Manager. A non-reported spill may result in loss of loading privileges. Spill cleanup will be the responsibility of the driver, if it is his error.

Fire Extinguishers

We have strategically placed Fire Extinguishers placed at the loading/unloading rack(s) in the ready position at all times. Operating instructions are on the units.

Product Contamination

Product contamination can occur anytime a truck compartment is loaded with product that is different from the one previously carried. In some cases the contamination is considered minor. In others, the consequences of this contamination are potentially serious. New EPA regulations on warrant little or no flexibility for product contamination.

Gulf Coast Energy terminal recommends that all carriers prior to entering the facility, drain their compartments to be liquid free prior to loading regardless of product previously loaded.

Driver Certification to load

These instructions are for certifying drivers to load/unload at GCE TERM 1.

Drivers who load products at GCE TERM 1 **are required** to acknowledge loading procedures by signing a **“Certificate of Understanding.”**

Drivers will be issued a “Loading/Unloading Instruction Manual” for the GCE TERM 1. Drivers will be trained by Terminal Personnel to insure he/she understands the location of all safety equipment and truck loading/unloading features and the facility layout.

Drivers must read **Visitor Security Information**

Certificate of Understanding

I _____, a driver for _____ hereby certify as follows:

That a copy of the Loading/Unloading Instruction Manual for the terminal, has been provided to me on this date _____.

I have read the manual that I understand its provisions and that I will comply with them. I understand that any deviation from the rules contained herein may cause the loss of loading/unloading privileges.

I have been shown the location of all safety equipment at the loading/unloading facility and have been fully instructed in the use thereof.

I understand that all weapons, drugs, alcohol, and cameras are prohibited.

That I will report immediately, in writing to the GCE TERM 1 management, any physical injury sustained while performing the requirements in the loading instructions manual.

I declare the above certification made by me is true and correct.

Signed Name: _____.

Printed Name: _____.