



**IKON TERMINAL & STORAGE LLC**

**IKON LAREDO**

# **Truck Unloading Terminal**

## **Terminal Safety & Operations**

### **Procedures/Orientation**

## **IKON (LAREDO) TRUCK**

### **Unloading Terminal**

The **IKON** Truck Unloading Terminal manager is dedicated to providing superior service in a friendly and safe environment. All visitors, contractors and drivers are expected to maintain full compliance with all applicable laws, regulations and company policies (including, without limitation, this document). Failure to do so could prohibit use of the Terminal.

All questions or issues not addressed in this document shall be resolved at the discretion of the Terminal manager. The contents of this document may be amended without prior notice by **IKON TERMINAL & STORAGE LLC**.

The Terminal is located at Latitude: **27.489063** " N, Longitude: **-99.333149** " W and maintains the following **12 HOURS** a day, **6 DAYS** a week emergency contact number: **1-832-469-2010** . All references in these Safety and Operations Procedure/Orientation to (i) contacting the Terminal manager, (ii) directions given by the Terminal manager, (iii) notice to the Terminal manager or (iv) other contacts with the Terminal manager, if immediate action is required, shall be to an employee of the Terminal manager, if such employee is located on the Terminal property, or otherwise shall be made by calling the above emergency contact number.

## IKON ( LAREDO) TRUCK UNLOADING TERMINAL

### (the "Terminal")

#### Safety and Operations Procedures/Orientation

##### Fire Protection System

- All visitors, contractors and drivers who perform operational or unloading activities at the Terminal shall be familiar with the operation of emergency shutdown switches, fire protection systems, and the fire protection equipment available in the event of an emergency.
- All visitors, contractors and drivers shall also be familiar with the terminal emergency evacuation plan.

##### Clothing

- Shirts - a long sleeve, fire retardant (FR) style is required. Tank tops and muscle shirts are prohibited. Pants must be full length (shorts, cut-offs, sweat pants, jogging pants, etc. are prohibited.)
- Clothing must be free from rips, tears, holes, etc. in order to protect from splashed or spilled materials.

##### Eye Protection

- ANSI approved safety glasses must be worn at all times on Terminal property. Safety glasses, goggles, prescription lenses or any other eye protection must meet the ANSI Z87.1 specifications.

##### Footwear

- Safety footwear must be worn by all visitors, contractors and drivers while performing job related activities on Terminal property.
- Safety footwear is a shoe or boot with oil/chemical resistant leather uppers, oil/chemical resistant neoprene (or similar non-leather), non-slip soles, heels and with a steel or composite toe. **Tennis shoes are prohibited.**

##### Gloves

- Oil resistant gloves shall be worn while performing activities requiring hand protection and shall be worn while performing all loading activities unless otherwise directed by Terminal personnel.

##### Hard Hats

- Hard hats are required on Terminal property and will be worn at all times when driver is out of vehicle.

##### Hazardous and/or Unsafe Conditions

- All persons entering the Terminal shall conduct activities in a manner that minimizes the development of hazardous or unsafe conditions.
- Upon discovery of a hazardous or unsafe condition the person making the discovery shall isolate or correct the condition, if such isolation or correction can be safely performed, so as to limit exposure to others.
- Notify Terminal manager whenever you discover an unsafe condition or witness an unsafe act. All hazardous or unsafe conditions must be reported to Terminal manager immediately.

##### Injuries

- All injuries, no matter how small, sustained or witnessed shall be reported to Terminal manager immediately.
- All near-miss incidents, no matter how small, sustained or witnessed shall be reported to Terminal manager immediately.

Except when immediate, off-site medical attention is required persons involved in accidents must remain at the Terminal until the Terminal manager has completed the necessary accident investigation.

##### Damaged Equipment or Malfunction

- All damaged or malfunctioning equipment shall be brought to the attention of the Terminal manager immediately. If damage occurs as a result of a collision involving a vehicle, notify the Terminal manager immediately.
- Damage as a result of negligence or failure to notify the Terminal manager of damage shall result in revocation of loading privileges. Theft, abuse of equipment, disabling equipment, or failure to report or acknowledge an accident that causes damage or injury on Terminal property shall result in loss of loading privileges.



### Electrical Equipment

- Prior to entering the Terminal, all non-essential electrical equipment must be turned off. (e.g. Radios, stereo, CB, lights, etc.). Use of non-intrinsically safe cellular phones at the Terminal is expressly prohibited except in clearly marked areas designated for such use, if any.

### Entering Unloading Lanes

- Upon arrival at the Terminal, all drivers will park in line and wait for the next available unloading lane. Drivers are never permitted to leave their vehicles unattended at any time. Passengers are not allowed unless such a passenger is authorized by the Motor Carrier. (Such as a safety manager or driver trainer/ supervisor).
- No inspections of compartments or vehicles shall take place at the unloading lanes. Drivers who are unsure of the contents of compartments should determine contents before entering the Terminal property.
- Drivers are prohibited from moving onto an unloading lane until the vehicle exiting the unloading lane has completely cleared the lane and is pulling away.
- All unloading lanes should be approached and entered at a speed so as to enable the driver to stop prior to colliding with any objects, persons or equipment, not to exceed 5 mph. The determination of correct speed will be at the discretion of the Terminal manager.

### Attendance of Vehicles

- Drivers will remain at their vehicle (Per D.O.T. regulations) at all times, when offloading.
- Do not leave truck idling and unattended at any time on Terminal property.
- Before leaving the unloading lane, all drivers must first disconnect the hoses and all other connections. **DOUBLE CHECK, BEFORE YOU MOVE VEHICLE.**

**NOTE: Truck drivers will NOT offload their own tank trucks with their own power take off equipment. They must use pumps and hoses provided by the Terminal manager at the Terminal to offload product. Drivers must also remain outside of their cabs any time their trucks are connected to the Terminal tanks.**

### Spill Protection

- Terminal manager must be notified of any spill or release of product.
- Driving over or through a spill is prohibited.
- The driver shall provide a metal drip bucket. This bucket shall be connected to bonding cables provided at the Terminal by the Terminal manager and shall be used under ALL tank truck valves while offloading to catch all leaking products. Buckets will not be emptied at the Terminal without the Terminal manager's permission.
- Vehicles with faulty valves, seals, gaskets or fittings shall not off load.
- Drivers are responsible for cleaning all spills and residue.

### Exiting Unloading Lanes

- Vehicles are permitted to exit the off-loading lane only after the driver has checked all around the vehicle to be certain that all attachments have been disconnected and returned to their safe position, and that it is safe to move the vehicle.
- All vehicle electrical equipment shall remain off until the vehicle is at a safe distance away from the unloading lane as per Terminal policy.
- Drivers must exit the unloading lane slowly, at a speed so as to enable the driver to stop prior to colliding with any objects, persons or equipment. Not to exceed 5mph. The determination of correct speed will be at the discretion of Terminal manager.

### Backing Vehicles

- Backing of vehicles is prohibited without the authorization of the Terminal manager.

### Bills of Lading

- No product will be accepted at the Terminal without a Bill Of Lading ("BOL"). All BOL's will contain information identifying the product owner, product name, quantity, and analysis for BS&W, density, gravity and Sulfur and proper packaging group labeling. All BOL's will be given to onsite Terminal personnel (if applicable) or placed in the designated receptacle at the offloading site.

### **Leak Tightness Test**

- No truck shall offload unless the truck has passed a leak tightness test within the last twelve (12) months as evidenced by Department of Transportation certification. (Must show date of test and identification number of truck.)
- Each truck entering Terminal property must contain documentation of such Department of Transportation certification.
- Prior to a truck entering the Terminal, such leak tightness data for such truck must be contained in the Terminal database, and a copy of such certification must be on file with the Terminal manager along with all other information required by the Terminal manager.

### **Disabled Vehicles**

- All vehicle maintenance will be conducted OFF SITE. No maintenance will be performed on the Terminal property.
- The use of jumper cables, booster batteries or similar equipment on the Terminal property is prohibited.

### **Housekeeping**

- Drivers, visitors and contractors are prohibited from discarding any objects onto the ground, driveway or floor of Terminal property.
- Trash receptacles are not provided for trash from truck interiors. Drivers may NOT clean truck cabs and dispose of trash while on Terminal property.
- Graffiti of any sort will not be tolerated. Loading/ unloading privileges will be permanently revoked for any person caught writing on or vandalizing any Terminal property.
- Immediately report any problems experienced at the Terminal to the Terminal manager.

### **Air Horns**

- Use of air horns on Terminal property is prohibited.

### **Records of Violations**

- A record of violations of these Terminal Safety and Operations Procedures/Orientation will be kept on each repeat driver, contractor or visitor to the Terminal.
- Periodic review of these records may result in additional training, restriction or revocation of loading privileges.

### **Smoking**

- Smoking on Terminal property is prohibited.

### **Speed limit**

- Maximum allowable speed limit anywhere on Terminal property is 10 MPH unless otherwise posted.
- Maximum speed while entering or exiting loading/ unloading lanes will be 5 MPH.

### **Traffic**

- All persons are prohibited from driving anywhere on Terminal property (except for drivers in the unloading area) without permission from the Terminal manager.

### **Terminal Access:**

- Terminal access will be AUTHORIZED only after the following conditions are met:
  1. Completion of Terminal orientation program and test.
  2. Terminal Demonstrated working knowledge of offloading procedures.
  3. Submittal of a signed copy of the Acknowledgement of Terminal Safety and Operations Procedures/Orientation form.
  4. Privileges may be revoked or restricted at any time without prior notice.
  5. Carrier is responsible for NOTIFYING Terminal manager upon termination of employee.
  6. Unauthorized use of Driver ID #, or using Driver ID # assigned to someone else, is prohibited.

### **Terminal Evacuation Plan**

- Terminal has an Emergency Response Plan to cover a wide range of potential emergencies. In the event of an emergency, the protection of life, property and the environment are of utmost concern. During any emergency all drivers, visitors and employees shall follow these procedures.

### **Other Standard Operating Procedures ("SOP")**

- The Terminal manager maintains an Operational SOP manual with all other operational procedures as they relate to Quality Assurance, Offloading and other procedures required at the Terminal. All drivers must familiarize themselves with these policies as required by the Terminal manager to safely perform their assigned jobs.

## Motor Carrier / Driver Acknowledgement

This is to certify that the below named driver has received a copy of, has read and agrees to comply with, the Terminal Safety and Operations Procedures/Orientation for the **IKON LAREDO** Truck Unloading Terminal.

Motor Carrier Name \_\_\_\_\_

Driver Name \_\_\_\_\_

Date \_\_\_\_\_

**IKON TERMINAL & STORAGE LLC.**

Date Test Returned \_\_\_\_\_

Received By: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_





## **IKON TERMINAL & STORAGE LLC**

### **IKON ( LAREDO) REFINED PRODUCTS TERMINAL**

# Orientation Test

Name \_\_\_\_\_ Carrier \_\_\_\_\_

**PLEASE CIRCLE THE LETTER OF THE CORRECT ANSWER**

1. While waiting for the next available spot, I should:
  - a. Leave my truck and talk to the other drivers as they load.
  - b. Check under the hood of my tractor.
  - c. Pull up as close as possible to the trailer ahead of me and enter the bay as soon as the truck ahead of me starts moving.
  - d. Come to a full stop behind the yellow line and move forward only after the other truck has completely cleared the bay.
  
2. When I am at the **IKON (LAREDO)** Terminal, I must wear approved safety glasses
  - a. When I am at the loading/ unloading spot.
  - b. When I am between the loading/ unloading area and the driver's building.
  - c. Anytime I am out of my truck and on Terminal property.
  
3. After loading/ unloading, prior to exiting the spot, my truck will not start. I must:
  - a. See if anyone has jumper cables and can help start my truck.
  - b. Raise the hood to see what is wrong.
  - c. Make arrangements to have the truck towed to an offsite location before performing any maintenance
  - d. Get another truck to push me out of the loading/ unloading spot.
  
4. In the event an emergency requires evacuation, I should:
  - a. Get out as quickly as possible and call my dispatcher
  - b. Follow the terminal's emergency action plan.
  - c. Run to the office and dial 911.



5. All persons entering the **IKON** Truck Unloading Terminal property must:
  - a. Have a commercial driver's license.
  - b. Have completed the Terminal orientation program or be accompanied by an **IKON TERMINAL & STORAGE LLC EMPLOYEE**.
  - c. Both a. and b.
  
6. After I finish loading/unloading, I may exit the loading/unloading spot:
  - a. After Checking all around the vehicle to be sure attachments are disconnected and in their safe positions. All auxiliary electrical devices shall remain off until the vehicle has completely cleared the spot.
  - b. After Checking with the drivers behind me to see if they are in a hurry.
  - c. Without regard to the speed limit because people behind me are in a hurry.
  - d. Only after my radio and lights are on and I have checked with other drivers.
  
7. Before requesting assistance with a problem on a loading/unloading spot from the **IKON** Truck Unloading Terminal manager, I must first:
  - a. Check to see that the problem is not with my trailer or its connections
  - b. Be certain I have correctly entered all information required by the Terminal for offloading
  - c. Double-check all instructions to be sure I am unloading on the right spot.
  - d. All of the above
  
8. I have an accident, no matter how minor, I should:
  - a. Clean up the spill and pretend it never happened.
  - b. Wash the cut and go on about my business.
  - c. Pick up the broken pieces of equipment and say nothing.
  - d. Immediately report it to the **IKON** Truck Unloading Terminal manager.
  
9. I understand that I may lose loading privileges indefinitely if I:
  - a. Enter or give false information.
  - b. Fail to Inform the **IKON** Truck Unloading Terminal manager about an accident or damage.
  - c. Fail to comply with any safety procedure.
  - d. Fail to get permission to drive beyond marked truck lanes.
  - e. Engage in any activity, which might endanger another person.
  - f. Release vapor from my trailer while at any area of the **IKON (LAREDO)** Terminal.
  - g. All of the above.



**IKON TERMINAL & STORAGE LLC**

**Letter of Acknowledgement**

**REFINED PRODUCTS**

Carrier: \_\_\_\_\_

Carrier #: \_\_\_\_\_

Driver Acknowledgment of **IKON TERMINAL & STORAGE LLC** Truck Unloading Terminal Safety and Operations Procedure/Orientation Program:

I, \_\_\_\_\_ agree that I have received, understand and will comply with the **IKON (LAREDO)** Truck Unloading Terminal Safety and Operations Procedure/Orientation and have demonstrated the ability to unload safely without supervision at the **IKON** Truck Unloading Terminal. Subject to such **IKON** Truck Unloading Terminal Safety and Operations Procedures/Orientation and all other applicable **IKON** Truck Terminal rules and instructions, I will have access to the Unloading areas of the **IKON** Truck Unloading Terminal for unloading of product.

Date: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

Third Party Witness:  Trainer  Safety/Operations  Supervisor

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Company (print): \_\_\_\_\_