



651 Comiskey Road  
 Bartlett, IL 60103  
 PH: 630-497-9640  
 FX: 630-497-8967

## Terminal Access Agreements & Driver Certification

I would like to welcome you and introduce you to Asphalt Operating Services, LLC (AOS) in Bartlett, Illinois. AOS is a thruput partner with BP U.S. Asphalt for their Performance Graded Asphalt Binders.

AOS is committed to providing a professional and proactive workplace for its employees and customers. Regards to Health, Safety, Security, and the Environment will be the top priority for our company; we hope that you will share with us our commitment to these areas.

There are a few items that need to be completed prior to accessing the facility and you will find these listed below:

- BP Loading Card for each driver.
  - These cards are obtained from the BP Distribution Services Support Team (DSST) at 708-588-7200 Option #1.
  - These cards must be obtained prior to entering the facility for loading. Cards **may not** be shared among drivers.
  - These cards can be transferred to another driver by calling BP DSST and requesting the transfer.
  - *Note: If you already have key card access for your drivers for Whiting, IN you will not need new cards for AOS.*
- AOS Terminal Access Agreement
  - This must be completed prior to accessing the facility along with the required Certificate of Insurance meeting the minimum requirements stated in the Terminal Access Agreement.
  - Please refer to the Sample Insurance Certificate for the proper language that needs to be placed onto the certificate. **See areas highlighted in RED**
- Driver Safety Training
  - AOS Driver Certification Program
  - BP TruckSafe DVD. *If you do not have a copy of this DVD please let us know and we will provide a copy of this to you.*
  - **The Safety Training will be required of each driver who will access the facility to load or unload products.**
- Procedures for Driver Training
  - View the BP TruckSafe DVD
  - Read the AOS Driver Certification Health & Safety Performance Standard, HSPS-23.0
  - Read the AOS Operating Performance Standards
  - Complete the included Proficiency Test & Training Form
  - Fax completed test to AOS at 630-497-8967 or have the driver bring the test with them on their first trip to the facility.

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- **New drivers may only access the facility between the hours of 7:00 AM and 3:00 PM, Monday through Friday to complete the onsite portion of the training.**
- **No driver should be sent to the facility who has not met the minimum requirements prior to entering the facility. Failure to complete the above requirements will result in the driver being turned away.**

It is the expectation of AOS that all personnel who enter the facility have been properly trained, hold the proper documentation for cargo handling and transportation, have the proper and required safety equipment, and act in a professional and proactive manner while at the facility.

Should you have any question regarding the Terminal Access Agreements or the safety training please contact one of the personnel listed below.

Anna Warner  
 Administrator  
 Office: 630-497-9640  
[awarner88@aoterminals.com](mailto:awarner88@aoterminals.com)

Mark Baranauskis  
 Operations Leader  
 Office: 630-497-9640  
 Mobile: 630-818-6596  
[mbaran@aoterminals.com](mailto:mbaran@aoterminals.com)

Joe Shotwell  
 Operations Manager  
 Office: 630-497-9640  
 Mobile: 630-818-6721  
[joe.shotwell@aoterminals.com](mailto:joe.shotwell@aoterminals.com)

Yours truly,



Joe Shotwell  
 Operations Manager

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# Terminal Access Agreement

This agreement, entered into as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between Asphalt Operating Services, LLC which is defined to include its parent, owners, subsidiaries, affiliates and their agents, servants, employees, officers and directors, and

\_\_\_\_\_, hereinafter referred to as the "Carrier,"  
(Carrier Name)

In consideration of the rights and privileges hereby granted by Asphalt Operating Services, LLC to Carrier and in consideration of the mutual promises and undertakings by and between the parties hereto, it is hereby agreed as follows:

1. Carrier is hereby granted the rights and privileges of access to Asphalt Operating Services, LLC Terminal in Bartlett, Illinois during agreed hours to load into Carrier's trucks product(s) for hauling from the Terminal.
2. This agreement replaces any prior Terminal Access Agreement(s) between the parties hereto; and the term of this Agreement shall be for one year, commencing on the date written above. Thereafter, this Agreement shall renew automatically on each anniversary, for a successive one-year term, until replaced by a similar agreement. Notwithstanding the aforesaid, this Agreement may be terminated at any time by either party upon written notice to the other party. Furthermore, when ancillary to or incorporated into another agreement which has been terminated, this Agreement also shall terminate.
3. Carrier warrants that its equipment and operations shall comply with terminal rules and instructions as provided by the Terminal and with applicable Federal (including Department of Transportation and Environmental Protection Agency), state, and local laws and regulations. Asphalt Operating Services, LLC shall have the right to delete, add and/or amend its terminal rules and instructions at any time. Any such deletions(s), addition(s) and/or amendment(s) shall become effective immediately upon delivery to the carrier.
4. Carrier should send to the Terminal only employees, agents and subcontractors that are properly licensed and have been instructed in applicable laws, regulations, rules and instructions, and the characteristics and safe handling of the product(s) to be loaded; and Carrier shall be responsible for the errors and omissions of all of the aforesaid personnel.
5. **INDEMNIFICATION:** CARRIER SHALL REIMBURSE ASPHALT OPERATING SERVICES, LLC FOR, AND INDEMNIFY ASPHALT OPERATING SERVICES, LLC AND HOLD IT HARMLESS FROM AND AGAINST, ANY AND ALL LOSSES, COST (INCLUDING REIMBURSEMENT OF ALL ATTORNEY AND EXPERT FEES AND ALL OTHER COST OF DEFENSE), DAMAGES, EXPENSES, CLAIMS (INCLUDING CLAIMS OF STRICT LIABILITY, NEGLIGENCE, WHETHER GROSS OR OTHERWISE, AND FOR LIABILITY IMPOSED BY STATUTES, RULES OR REGULATIONS), SUITS AND LIABILITIES ON ACCOUNT OF ANY BODILY INJURY OR DEATH TO ANY PERSONS (INCLUDING CARRIER, AGENTS, SUBCONTRACTORS OF CARRIER, THE EMPLOYEES OF EITHER OR THE EMPLOYEES OF ASPHALT OPERATING SERVICES, LLC.), OR DAMAGE TO, OR LOSS OF DESTRUCTION OF, ANY PROPERTY (INCLUDING, WITHOUT LIMITATION, THE PROPERTY TO BE TRANSPORTED HEREUNDER AND THE PROPERTY OF CARRIER, ASPHALT OPERATING SERVICES, LLC AND SUBCONTRACTORS) ARISING DIRECTLY OR INDIRECTLY OUT OF OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT, WHETHER CAUSED OR CONTRIBUTED TO BY THE CONCURRENT, JOINT, GROSS, ACTIVE OR PASSIVE NEGLIGENT ACT(S) OR OMISSION(S) OF ASPHALT OPERATING SERVICES, LLC, EXCEPT THAT CARRIER ASSUMES NO LIABILITY FOR THE SOLE NEGLIGENT ACTS OF ASPHALT OPERATING SERVICES, LLC WHICH CAUSES PROPERTY DAMAGE OR INJURY TO OR DEATH OF ANY PERSON.
6. **INSURANCE:** Carrier shall maintain at its expense the below listed insurance, all of which shall include waivers of subrogation in favor of Asphalt Operating Services, LLC or, if Carrier is self-insured, Carrier shall waive all subrogation rights. Carrier further agrees to require all of its subcontractors to carry such insurance. Such insurance shall provide coverage to Asphalt Operating Services, LLC irrespective of whether the indemnity agreement in Paragraph 5 is enforceable, in whole or in part, in any state. Furthermore, all of the below listed insurance, except that prescribed in sub-paragraph (a), shall include Asphalt Operating Services, LLC as an additional insured on Carrier's and/or subcontractor's policy or policies. Each policy shall provide that it is primary to and not contributory with any other insurance, including any self-insured retention, maintained by Asphalt Operating Services, LLC and in each policy shall provide the full coverage required by this contract.

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- a. Workers compensation and occupational disease insurance which fully complies with applicable law,
- b. Employers liability insurance with a minimum limit of \$100,000 for each accident as respects to bodily injury and in the aggregate as respects occupational disease,
- c. Comprehensive automobile liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage or such higher limit(s) as may from time to time be required by applicable Federal or State laws and regulations.
- d. Comprehensive general liability insurance, including contractual liability insurance covering indemnification under this Agreement, with a minimum combined single limit of \$1,000,000 for occurrence for bodily injury and property damage, or the amount which complies with applicable regulations for the product(s) being carried, or such higher limit(s) as may from time to time be required by applicable Federal or State laws and regulations.

Additionally, Carrier agrees that Carrier and its insurance agent or broker will obtain the agreement of the insurers to using defense counsel of Asphalt Operating Services, LLC's choice in the defense of Asphalt Operating Services, LLC. Carrier shall furnish Asphalt Operating Services, LLC insurance certificates and/or certified copies of the original policies to evidence the insurance required herein. Maintaining the prescribed insurance shall not relieve Carrier of any obligation under this Agreement. Carrier's failure to comply with any term or condition of this Section 6 shall constitute cause for immediate termination of this Agreement by Asphalt Operating Services, LLC. Asphalt Operating Services, LCC acceptance of furnished evidence of insurance shall not modify the above insurance requirements.

- 7. Notices hereunder, unless expressly provided otherwise, shall be in writing and shall be sent by U.S. Certified Mail to the other party at the address shown below. For notices sent by certified mail, the postmark date shall be the effective date of the notice.

**Asphalt Operating Services, LLC**  
 651 Comiskey Road  
 Bartlett, Illinois 60103

PH: 630-497-9640  
 FX: 630-497-8967

**To Be Completed by Carrier**

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

- 9. The terms, conditions and provisions hereof shall extend to, be binding upon, and inure to the benefit of, the parties hereto, their successors, and assigns; provided, however, Carrier shall not assign any of its rights, privileges, duties, or obligations hereunder without written consent of Asphalt Operating Services, LLC.

**CARRIER: PLEASE COMPLETE AND SIGN BELOW**

**Asphalt Operating Services, LLC**

Carrier: _____	Carrier: _____
Sign: _____	Sign: _____
Print: _____	Print: _____
Title: _____	Title: _____

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# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID KR  
AO95L-1

DATE (MMDDYYYY)  
04/03/09

**PRODUCER**

Weible & Cahill  
2300 Cabot Drive, Suite 100  
Lisle IL 60532  
Phone: 630-245-4600 Fax: 630-245-4601

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED**

NAME OF INSURED  
ADDRESS  
CITY ZIP

**INSURERS AFFORDING COVERAGE**

NAIC #

INSURER A: INSURANCE CO  
INSURER B: INSURANCE CO  
INSURER C: INSURANCE CO  
INSURER D:  
INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR NO/CL LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MMDDYYYY)	POLICY EXPIRATION DATE (MMDDYYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Included  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> SUBJECT <input type="checkbox"/> LOC	POLICY NO.			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ex occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADY INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS COMPOP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	POLICY NO.			COMBINED SINGLE LIMIT (Ex occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ GARAGE LIABILITY <input type="checkbox"/> ANY AUTO AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROVISIONS/WAIVER/EXCLUSIVE DEFENSE/ARBITRATION EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY NO.			<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1000000 E.L. DISEASE - EA EMPLOYEE \$ 1000000 E.L. DISEASE - POLICY LIMIT \$ 1000000
	OTHER				

SAMPLE

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
 The Certificate holder is added as an Additional Insured on the General Liability on a Primary and Non-contributory basis as respects to operations performed by the Named Insured in connection with this project. A Waiver of Subrogation in favor of the Certificate Holder applies to the General Liability, Workers Compensation and Automobile policies.

**CERTIFICATE HOLDER**

Asphalt Operating Services, LLC  
651 Comiskey Road  
Bartlett IL 60103

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  
 AUTHORIZED REPRESENTATIVE  
 Sam Maack

ACORD 25 (2001/08)

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# Health & Safety Performance Standards

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# Bartlett Terminal

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## HSPS- 23.0

### DRIVER CERTIFICATION

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**Objectives:**

This program is designed to communicate the minimum expectations for drivers who are involved in the product transfer processes at the AOS facility located in Bartlett, IL. It is the intent that the procedures and requirements set forth will allow us to load and unload product in a manner that is safe to personnel and to the environment.

**Carrier Letter:**

- Letter to the carrier to communicate minimum expectations of AOS Driver Certification Program.

**Safety Requirements:**

- **Minimum Required PPE:**
  - Hard Hat.
  - Safety Glasses w/Side Shields that meet Z87 Classification.
  - Long Sleeve Cotton Shirt.
  - Long Cotton Pants.
  - Leather Work Boots w/Slip-Resistant Soles.
  - Gauntlet Style Leather or Rubber Gloves designed for handling high temperatures.
  - Face Shields – while transferring product and handling hoses.

**Product Compatibility:**

- Prior to loading and upon the completion of the **Loading Request Form** it must be deemed the product being loaded is compatible with the product heel on the trailer.
- This is accomplished through the use of a **Product Compatibility Chart** located at the scale office.
- There will be no exceptions to the **Product Compatibility Chart**.
- The hazards that will be identified are:
  - **Wet Trailers / Cutback Trailers**
    - Trailers that are going to load hot products such as AC or PMAC that may have last contained emulsion. A danger of rapid steam expansion and product ejecting from the trailer exist.
  - **Incompatible Materials**
    - Trailers that may have contained **Fuel Oil** or **Crude Oil**.
    - Trailers that may have contained a **Chemical** or **Cutbacks**.

**MSDS Location:**

- Materials Safety Data Sheets are available at the Scale Building or the Main Office.
- Should you require a copy of an MSDS please request one when completing the Loading Request Form or you may obtain a copy by call the office at 630-497-9640.

**General Safety Requirements:**

- All drivers performing work on AOS property are expected to act in a **Professional** and **Proactive** manner.
- **No Smoking** in the facility except in Designated Smoking Areas. ***This means no smoking in a vehicle while waiting in line. All smoking materials must be extinguished prior to entering the facility.***
  - The designated smoking area is located at the south end of the Scale Building.

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- **No Eating or Drinking** on the loading racks, any lunches or snacks should be consumed prior to entering the facility or in the truck waiting area prior to entering the scales.
- The facility speed limit is **10 MPH**. Driving through the facility at a high rate of speed or hitting multiple gears is not a desirable practice. Caution should be used at all times while driving in the facility.
- If a deficiency is found with equipment it should be reported immediately to the scale operator on duty.
- Processes should be monitored at all times by the person performing the task. This means reading the newspaper, talking on cell phone, talking on a radio, etc. are prohibited while performing those tasks. **Absolutely no use of cell phones while operating a vehicle in the plant.**
- It is the responsibility of drivers to ensure the area they are performing these processes are kept neat and clean. **DO NOT** leave garbage, old gloves, etc. lying around these areas. **Anyone caught littering in the plant will be immediately removed and permanently barred.**
- No **Riders** are allowed in the facility unless this person is working for the same company as the driver.
  - If a co-driver is in the sleeper, notification should be made to scale operator so this person can be accounted for in an emergency.
  - This person must be awake while in the facility and remain so until departing the facility.
  - If this person is not an employee of the driver's company this person will not be allowed access and will have to remain at the main office until the process is complete.
- **Pets** are not allowed in the facility, if a pet is in a vehicle it will have to remain in the vehicle at all times.

### Emergency Response:

- An emergency will be communicated to persons in the plant by telephone, radio, or verbal communication. Evacuation should take place whenever an alarm or emergency is communicated.
- Evacuation routes and meeting points are posted in each building and loading rack area. The Primary Meeting Location is the North Parking Lot of the main office; the Secondary meeting location is the South Entrance Gate. The wind direction should be observed during an evacuation to ensure you are moving away from any potential vapors that may be present. **Do Not Leave** the facility during an emergency to ensure all personnel can be accounted for.
- During inclement weather the main office / warehouse may be used as a gathering point until the weather passes and it is deemed safe to work in the facility again.
- To report an emergency **verbally** notify the scale operator, or make **verbal** notification to the main office.
- It is an expectation that all injuries and spills be reported immediately by **verbal** notification to the scale operator, or **verbal** notification to the main office.
- Should an emergency occur immediately shut down the process if safe to do so and evacuate the area, (i.e. turning off pumps, closing valves, etc.)
- First aid kits are available in the Scale Building and through AOS personnel.
- Fire extinguishers are located at each loading rack, the scale building, and various locations throughout the facility.

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- A Drench Hose is located at the south end of the Scale Building.

**Loading and Unloading Procedures:**

- Unloading Asphalt Cement – OPS-1.0
- Loading Asphalt Cement - OPS-2.0
- Copies of these procedures are included in this program but can be also be viewed at the Scale Building or by asking AOS personnel.

**Travel Routes**

- Empty vehicles can enter the facility via Gifford Road from the East or IL Route 25 from the West.
- Loaded vehicles may only exit the facility to IL Route 25.

**Certification Process:**

**New Drivers:**

- Classroom training on the rules, policies, and procedures provided in this program shall take place between the driver and his/her supervisor prior to the driver coming to the facility.
- The driver must show proficiency in the program by completing the written test associated with the program.
- The properly completed test must then be faxed to AOS for approval at 630-497-8967.
- On the first load the driver will be observed to ensure that proper procedures are being followed and to orientate the driver on the facility equipment.
- **Do Not Send a driver to the facility who has not completed the Driver Certification Program and Proficiency Testing, it is the expectation that this is completed prior to their arrival.**

**Established training times:**

- AOS will only accept proficiency test and approve new drivers for loading or unloading during normal office hours of 8:00 AM to 4:00 PM CST.
- The on-site portion of training will be performed between the hours of 7:00 AM and 3:00 PM CST for newly approved drivers.

**Recordkeeping:**

- Records of training shall be maintained by the driver’s company and AOS.

**Accountability:**

- All drivers are expected to follow the procedures and processes outlined in this program. Failure to follow these will result in disciplinary action up to and include being barred from the AOS facility.
- The disciplinary action can end with a written warning, the driver can be barred for a period of time, or the driver can be permanently barred from the facility.
- Infractions will be maintained at the facility in the carrier file.
  - 1<sup>st</sup> Infraction - A written warning to the driver and his company, also a copy maintained at the facility.
  - 2<sup>nd</sup> Infraction - One week expulsion from the facility, a written warning to the driver and his company, also a copy maintained at the facility and verbal

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communication with AOS personnel and the driver's company. **Re-entry into the facility will require a meeting between AOS management, the driver, and management representative from the driver's company.**

- 3<sup>rd</sup> Infraction – The driver will be asked to leave the facility and be expelled from the facility indefinitely.
- **It does not take three infractions to be barred from the facility, a single, serious incident or infraction could lead to the driver being barred.**

**Appendix A – OPS-1.0 Asphalt Truck Unloading (Driver Edition)**

**Appendix B – OPS-2.0 Asphalt Truck Loading (Driver Edition)**

**Appendix C – Product Compatibility Chart**

**Appendix D – Transport Loading Request Form**

**Appendix E – Written Warning**

### Record of Change

Revision No.	Revision Date	Description of Change
1	8/29/08	Minor Language Changes, Remove sections that no longer apply. Spelling Corrections
2	06/30/10	Moved program into single document

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# Operating Performance Standards

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# Bartlett Terminal

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## OPS-1.0

### ASPHALT TRUCK UNLOADING (DRIVER EDITION)

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**Description:**

Unloading Asphalt Tank Trucks

**Purpose:**

Use of this process will help ensure that asphalt tank trucks can be safely unloaded without injury to personnel, damage to facility equipment, product loss to the environment, product contamination, or waste.

**Responsibilities:**

The facility manager, lead operations technician, or person in charge will be responsible for assuring these procedures are followed and that employees and contract personnel required to perform the procedure are properly trained and that all equipment is in good working order.

**Knowledge, Skills, and Training:**

Basic training in, and the knowledge of:

- Mechanical principles (equipment operations, maintenance, tool use, vacuum/pressure, force, temperature, fluid flow, heat transfer)
- Asphalt knowledge (physical and chemical characteristics and hazards, handling and storage)
- Procedures (EH&S guidelines, HAZCOM, terminal rules, emergency response, equipment startup and shutdown, material measurement, work instructions, and record keeping).
- Manufacturing and Quality Assurance ( scheduling, process control, specifications, customer requirements, production controls, sampling, testing, inspection, and documentation).

**Applicable Regulations:**

- DOT Regulations
- OSHA Hazard Communication

**Tools / Equipment:**

- Minimum Required Personal Protective Equipment
  - Hard Hat
  - Safety Glasses w/Side Shields (Tinted glasses may only be worn during daylight operations. Clear glasses or glasses designed to enhance lighting must be worn for night time operations).
  - Long Sleeve Cotton Shirt or Equivalent Outer Garment
  - Long Sleeve Cotton Pants
  - Leather Work Boots w/Non-Slip Soles

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- Gauntlet Gloves (High Temperature Leather or Rubber)
- Faceshield While Transferring Product & Handling Hoses (Faceshields may be made of clear plastic or mesh design).
- Personal H2S Monitor

**Warnings and Precautions:**

- **Hot asphalt can be very dangerous causing severe burns if handled improperly. Avoid contact or exposure: Do not breathe asphalt fumes.**
- **Asphalt may contain Hydrogen Sulfide (H2S), use caution when working with asphalt.**

**Emergency Instructions:**

- **In the event of an emergency, (spill, fire, injury, etc.) immediately shutdown the transfer is safe to do so.**
- **Notify the operator on duty, report the type of incident and if outside help is need such as ambulance, fire department, etc.**
- **In the case of fire and safe to do so, utilize a fire extinguisher to control or extinguish the fire.**
- **If evacuation is necessary report to the primary or secondary meeting locations as required. Do not leave the facility.**

**Procedure Steps**

**1.0 Pre-Transfer Inspection and Connection**

- 1.1 Upon entry into the facility stop at the Scale Building and notify the operator present that you will be unloading.
  - 1.1.1 If an operator is not present notify the operator through the Call Box located at the entrance to the Scale Building.
- 1.2 Spot the truck at the designated unloading station and turn off engine.
- 1.3 Exit truck and put on required Personal Protective Equipment.
- 1.4 Properly chock wheels
- 1.5 Ensure truck outlet valve and bleeder valve are in a closed position.
- 1.6 Open the dome lid on the trailer. Do not stand on top of the trailer, the dome should be opened from the ladder while maintianing 3-Points of contact with the ladder.
- 1.7 Place a drip pan beneath the truck outlet valve.
- 1.8 Remove the cap from the trailer outlet valve.
  - 1.8.1 If the trailer outlet valve is plugged with asphalt it is not permissable to dig out the plug or utilize a torch to dissolve the plug. This plug

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could be an indicator of a failed valve. It will be necessary to bring the trailer to your home shop for repair prior to unloading.

- 1.9 Remove the camlock plug from the facility unloading hose and ensure the gasket is in place.
- 1.10 Connect unloading hose and secure camlocks with a cord, wire, or Velcro strap.

## 2.0 Product Transfer

- 2.1 Energize the pump for the proper unloading hose.
- 2.2 Open the facility unloading valve for the proper unloading hose.
- 2.3 Verify suction through the trailer bleeder valve if the trailer is equipped.
- 2.4 Open the trailer outlet valve.
- 2.5 Inspect the connections to ensure there are no leaks. If a leak is found close the trailer outlet valve, evacuate the cargo hose, and make the necessary adjustments to ensure the connection is leak free.
- 2.6 Monitor the unloading operations at all times, do not leave the area while a transfer is in progress. No sitting in trucks, no talking on cell phones, etc.
  - 2.6.1 **Note:** Monitor the amount of time it is taking to unload the trailer, normal time should be between 20 to 30 minutes. If time is excessive or product level indicates the trailer is not unloading notify the operator on duty through the Call Box located at the Truck Unloading Station. This may be an indicator that the strainers are plugged and need to be replaced.
- 2.7 When the trailer is empty close the trailer outlet valve.
- 2.8 Open the bleeder valve on the trailer outlet connection, if not supplied with a bleeder valve it will be necessary to break the camlock connection to allow air to be introduced into the hose.
- 2.9 If necessary, walk the cargo hose toward the pump to thoroughly evacuate all material. This may need to be repeated several times.
- 2.10 Close the facility unloading valve for the proper unloading hose.
- 2.11 Stop the unloading pump if no other trucks are utilizing the pump to unload.

## 3.0 Disconnection and Securing

- 3.1 Disconnect the cargo hose from the trailer outlet valve, this may have already been completed if it was necessary to break the camlock connection for air to be introduced into the unloading hose.
- 3.2 Clean the facility hose camlock fitting, lubricate, and place the camlock plug in the facility unloading hose.
- 3.3 Store the hose in the proper storage location and position.

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- 3.4 Close the trailer bleeder valve on the trailer outlet connection and place cap on trailer outlet valve.
- 3.5 Close the dome lid on the trailer and properly secure. Do not stand on top of the trailer, the dome should be closed from the ladder while maintaining 3-Points of contact with the ladder.
- 3.6 Remove the wheel chocks from the trailer.
- 3.7 Double check the area to ensure all necessary valves are closed, hoses are plugged, pumps are shutdown if not being utilized, and equipment properly stored.
- 3.8 Use caution and exit the unloading area.
- 3.9 Stop at the Scale Building, notify the operator on duty that the transfer is completed and leave delivery tickets/Bills of Lading. If no operator is present notify the operator on duty through the Call Box located at the entrance to the Scale Building.

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# Operating Performance Standards

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# Bartlett Terminal

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## OPS-2.0

### ASPHALT TRUCK LOADING (DRIVER EDITION)

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**Description:**

Loading Asphalt Tank Trucks

**Purpose:**

Use of this process will help ensure that asphalt tank trucks can be safely loaded without injury to personnel, damage to facility equipment, product loss to the environment, product contamination, or waste.

**Responsibilities:**

The facility manager, lead operations technician, or person in charge will be responsible for assuring these procedures are followed and that employees and contract personnel required to perform the procedure are properly trained and that all equipment is in good working order.

**Knowledge, Skills, and Training:**

Basic training in, and the knowledge of:

- Mechanical principles (equipment operations, maintenance, tool use, vacuum/pressure, force, temperature, fluid flow, heat transfer)
- Asphalt knowledge (physical and chemical characteristics and hazards, handling and storage)
- Procedures (EH&S guidelines, HAZCOM, terminal rules, emergency response, equipment startup and shutdown, material measurement, work instructions, and record keeping).
- Manufacturing and Quality Assurance ( scheduling, process control, specifications, customer requirements, production controls, sampling, testing, inspection, and documentation).

**Applicable Regulations:**

- DOT Regulations
- OSHA Hazard Communication

**Tools / Equipment:**

- Minimum Required Personal Protective Equipment
  - Hard Hat
  - Safety Glasses w/Side Shields (Tinted glasses may only be worn during daylight operations. Clear glasses or glasses designed to enhance lighting must be worn for night time operatins).
  - Long Sleeve Cotton Shirt or Equivalent Outer Garment
  - Long Sleeve Cotton Pants
  - Leather Work Boots w/Non-Slip Soles

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- Gauntlet Gloves (High Temperature Leather or Rubber)
- Faceshield While Transferring Product & Handling Hoses (Faceshields may be made of clear plastic or mesh design).

**Warnings and Precautions:**

- *Hot asphalt can be very dangerous causing severe burns if handled improperly. Avoid contact or exposure: Do not breathe asphalt fumes.*
- *Asphalt may contain Hydrogen Sulfide (H2S), use caution when working with asphalt.*

**Emergency Instructions:**

- *In the event of an emergency, (spill, fire, injury, etc.) immediately shutdown the transfer is safe to do so.*
- *Notify the operator on duty, report the type of incident and if outside help is need such as ambulance, fire department, etc.*
- *In the case of fire and safe to do so, utilize a fire extinguisher to control or extinguish the fire.*
- *If evacuation is necessary report to the primary or secondary meeting locations as required. Do not leave the facility.*

**Procedure Steps**

**1.0 Pre-Transfer & Inspection**

- 1.1 Enter the scale from the North end and spot the trailer on the scale designated for the product that is to be loaded.
- 1.2 Turn off engine, exit the truck, and put on the required Personal Protective Equipment.
- 1.3 Properly chock the wheels of the truck.
- 1.4 Inspect all trailer outlet valves and bleeder valves to ensure they are properly closed and plugged.
- 1.5 Enter the scale building and properly complete the Loading Request Form.
- 1.6 When operator is ready, card into the TMS Unit and then hang card on unit when complete.
  - 1.6.1 Ensure the proper TMS Unit is being used; if unsure ask operator on duty.
  - 1.6.2 Use of the wrong TMS Unit leads to costly paperwork errors. Repeated mistakes of using the wrong unit could lead to barrment from the facility.

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- 1.7 When operator has completed programming the blender verbal communication should take place to ensure the proper information has been programmed for loading.
- 1.8 When the scale operator gives approval for loading proceed to the loading rack.

## 2.0 Product Transfer

- 2.1 Unlock the loading platform and place into position.
- 2.2 Open the dome lid on the trailer and inspect for any signs of moisture that could create a hazard or any deleterious materials that could contaminate the load.
- 2.3 Place the loading arm in the trailer and properly secure. DO NOT USE the bucket hook as a tool to hold the arm in place.
- 2.4 When loading arm is secured and ready to begin loading signal the operator to begin the Pre-Loading Line Flush.
- 2.5 Monitor the signal lights for the loading station. When the light turns from Solid RED to Solid GREEN it is permissible to begin loading.
- 2.6 Open the manual valve on the loading arm.
- 2.7 Press the Start Button and ensure material begins to flow into the trailer.
- 2.8 Monitor the scale scoreboard during loading to ensure that you will not be over-weight; if necessary shutdown the pump using the Stand BY Button or the Red Emergency Shutdown Button (if an emergency) and close the loading arm valve to stop the transfer.
- 2.9 Monitor the amount of material in the trailer to ensure the trailer will not overflow with the pre-set amount being delivered through the blender; if necessary shutdown the pump using the Stand By Button or the Red Emergency Shutdown Button (If an emergency) and close the loading arm valve to stop the transfer.
- 2.10 Toward the end of the transfer the pump(s) will temporarily shutdown and then restart. This will be the Post Load Line Flush Sequence.
- 2.11 When the transfer is complete the light on the loading rack will turn RED. Close the loading arm manual valve.
- 2.12 Properly drain the loading arm by raising the loading arm out of the product and reversing the pitch of the loading arm to ensure that all of the material is drained from the arm.
- 2.13 Carefully remove the loading arm from the trailer and place a bucket on the end of the arm.
- 2.14 Secure the loading arm on the loading platform.
- 2.15 Secure the trailer dome lid.
- 2.16 Secure the loading platform.

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2.17 Ensure all valves are closed and the area is clean prior to departing the loading rack.

### 3.0 Post Transfer

3.1 Return to the Scale Building. When the operator is ready, card out using the same TMS Unit that was used to card in.

3.2 Ensure the paperwork provided is correct.

3.3 Remove wheel chocks.

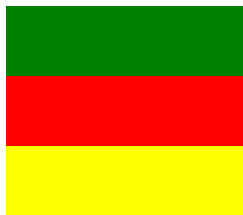
3.4 Ensure all equipment is free and clear from the trailer.

3.5 Carefully depart the scale.

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**PRODUCT COMPATIBILITY CHART**

		<u>PRODUCT TO BE LOADED</u>
<u>LAST PRODUCT IN TANKER</u>	PG-Graded Asphalt Vis-Graded Asphalt Pen-Graded Asphalt	PG-Graded Asphalt Vis-Graded Asphalt Pen-Graded Asphalt
	Residual Fuel Oil (e.g. No. 6 Fuel Oil)	
	Fuel Oil (e.g. No. 2, No. 4, etc.)	
	Rapid Cure Cutback Asphalt (RC's)	
	Medium Cure Cutback Asphalt (MC's)	Heel must be less than 100 Gallons
	Slow Cure Cutback Asphalt (SC's)	Heel must be less than 100 Gallons
	Cationic Emulsion	
	Anionic Emulsion	



**GREEN = COMPATIBLE TO LOAD** (Not likely to create a hazard)

**RED = INCOMPATIBLE TO LOAD** (May create a hazardous condition)

**YELLOW = USE CAUTION TO LOAD** (Could create product quality issues)

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## Notes

- \* \* \* \* Product compatibility is based on product hazards, safety, and quality concerns (e.g. flashpoint, flammability/combustibility, respiratory, etc.) regarding the loading of elevated temperature asphalt.
- \* \* \* \* Assessment assumes that TRAILERS TO BE LOADED HAVE A MINIMAL BUT MEASURABLE QUANTITY OF MATERIAL - For example, a 6" strip of heel, which would typically contain 10 Gallons or less, and/or material residue on the trailer side walls such as emulsion residue (including water).
- \* \* \* \* Safe to load all materials on completely empty trailers, e.g. clean with no visible heel and no material can be drained.
- \* \* \* \* Special precautions should always be taken when loading on top of "light" cutbacks and fuel oils including No. 2 Fuel Oil.
- \* \* \* \* Product Compatibility Chart is intended to be used as an aid in making decisions and will not cover all possible situations. The absence of a material or Product from this Chart should not be taken to indicate that it is safe to mix with any other product or material. Always refer to the MSDS of the specific product, material, or chemical for more complete information and/or contact your supervisor.

## Rationales

- \* \* \* \* Prevent Residual Fuel Oils from mixing with asphalt due to the potential health hazards, (i.e. release of aromatic and naphthalenic hydrocarbons).
- \* \* \* \* Prevent Fuel Oils from rapidly heating and releasing vapors at a temperature at or above their flash point and potential boiling point. Potential static electrical discharge hazards may be associated. Aromatic and Naphthalenic hydrocarbons may be released.
- \* \* \* \* Prevent potential "Boil Over" situations from loading on top of emulsions or products that may contain water or water residue.
- \* \* \* \* Prevent Low Flash Cutbacks from rapidly heating and releasing vapors at a temperature at or above their flash point and potential boiling point. Potential static electrical discharge hazards may be associated. Aromatic and Naphthalenic hydrocarbons may be released.

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# TRANSPORT LOADING REQUEST FORM

DATE: \_\_\_\_\_

CARRIER: \_\_\_\_\_

CUSTOMER: \_\_\_\_\_

PRODUCT \_\_\_\_\_

DESTINATION: \_\_\_\_\_ COUNTY: \_\_\_\_\_

STATE CERTIFIED:  YES  NO STATE: \_\_\_\_\_

TRACTOR NO.: \_\_\_\_\_ TRAILER NO.: \_\_\_\_\_

GROSS WEIGHT: \_\_\_\_\_ MAX LOAD 79,500 LBS.

IS THE TRAILER REASONABLY FREE AND CLEAR OF CONTAMINATES?  YES  NO

LAST PRODUCT HAULED? \_\_\_\_\_

### MINIMUM PPE REQUIREMENTS:

HARD HAT	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SAFETY GLASSES W/SIDE SHIELDS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
LONG SLEEVE COTTON SHIRT	<input type="checkbox"/> YES	<input type="checkbox"/> NO
LONG COTTON PANTS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
FACE SHIELD	<input type="checkbox"/> YES	<input type="checkbox"/> NO
GLOVES	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WORK BOOTS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
OUTLET VALVES CLOSED & PLUGGED	<input type="checkbox"/> YES	<input type="checkbox"/> NO

THE UNDERSIGNED CARRIER REPRESENTATIVE CERTIFIES THE LOADING VALVES AND COMPARTMENT VALVES ARE CLOSED, AND THE CARGO TANK SUPPLIED FOR THIS SHIPMENT IS A PROPER CONTAINER FOR THE TRANSPORT OF THIS PRODUCT. THE UNDERSIGNED ALSO ACKNOWLEDGES THAT IT HIS/HER RESPONSIBILITY TO REMAIN ON THE LOADING RACK WHILE LOADING TO PREVENT OVERFILLING OR EQUIPMENT FAILURE. IF OVERFILLING OR EQUIPMENT FAILURE OCCURS DUE TO NEGLIGENCE ON THE PART OF THE UNDERSIGNED, THE ORIGINAL COST ASSOCIATED WITH CLEAN UP OF ALL AREAS AFFECTED IS THE RESPONSIBILITY OF THE UNDERSIGNED OR THE COMPANY AFFILIATED WITH THE UNDERSIGNED.

TRANSPORT DRIVER SIGNATURE: \_\_\_\_\_

PRODUCT COMPATIBILITY ISSUES:  YES  NO

PRODUCT LOADED FROM: TANK # \_\_\_\_\_  
TANK # \_\_\_\_\_

DATE: \_\_\_\_\_ RACK # \_\_\_\_\_ LOAD # \_\_\_\_\_

AOS BOL #: \_\_\_\_\_ TMS BOL #: \_\_\_\_\_

SCALE OPERATOR SIGNATURE \_\_\_\_\_

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## Written Warning

This warning is being issued because the driver was observed engaging in unsafe behavior or violating an AOS Company procedure. Driver's conduct may result in disciplinary action including being permanently barred from the facility.

<b>Driver's Name:</b>	
<b>Trucking Company:</b>	
<b>Date:</b>	

<b>Reason warning is being issued:</b>	
--	--

<b>Accountability action being taken:</b>	<input type="checkbox"/> Only issue a written warning <input type="checkbox"/> Driver is not allowed to load or unload at this facility for: <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days <input type="checkbox"/> 1 week <input type="checkbox"/> Other: _____
	<input type="checkbox"/> Driver is barred from this facility

<b>Facility Manager's Signature:</b>		<b>Date:</b>	
<b>Driver's Signature:</b>		<b>Date:</b>	

- Give completed copy to the driver
- Provide a completed copy to the driver's manager
- Place a completed copy in the facility's file

# HSPS Proficiency Testing

## HSPS-23.0 DRIVER CERTIFICATION

This test is designed to prove the proficiency of the training provided and the knowledge of the personnel being trained.

**Carrier Name:** \_\_\_\_\_

**Driver Name:** \_\_\_\_\_

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

**Driver #:** \_\_\_\_\_

**Score:** \_\_\_\_\_

1. Name the 7 key pieces of PPE required to load hot products?

1)

\_\_\_\_\_

2)

\_\_\_\_\_

3)

\_\_\_\_\_

4)

\_\_\_\_\_

5)

\_\_\_\_\_

6)

\_\_\_\_\_

7)

\_\_\_\_\_

2. Why is a face shield required when loading a hot product? \_\_\_\_\_

\_\_\_\_\_

3. Does a driver need to perform a pre-load check of the trailer? \_\_\_\_\_

4. What will happen if you load hot product over a wet or incompatible product? \_\_\_\_\_

\_\_\_\_\_

5. Does the engine need to be turned off and do the wheels need to be chocked before the loading or unloading process can begin? \_\_\_\_\_

6. Under what conditions are drivers allowed to bring weapons into the facility? \_\_\_\_\_

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7. Is smoking allowed at the facility? If so, where is the designated smoking area? \_\_\_\_\_  
 \_\_\_\_\_
8. What are you required to do in the event you cause a spill or if discover an existing spill? \_\_\_\_\_  
 \_\_\_\_\_
9. Where is the emergency gathering point for the facility? \_\_\_\_\_
10. What are you required to do in the event you suffer an injury (e.g., burn, cut, sprain, etc.)? \_\_\_\_\_  
 \_\_\_\_\_
11. Where is the nearest:
- a. First Aid Kit? \_\_\_\_\_
  - b. Drench Hose? \_\_\_\_\_
  - c. Fire Extinguisher? \_\_\_\_\_
12. What is the maximum speed limit in the facility? \_\_\_\_\_
13. Are drivers allowed to leave their trucks unattended while loading or unloading? (e.g., talk on the phone or radio, go to the restroom, rest in the truck's cab, etc.) \_\_\_\_\_
14. True or False: A driver can be barred from the facility for one instance of not following proper loading procedures.
15. The loading procedures for this plant can be found where? \_\_\_\_\_

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# HSPS Proficiency Testing

## HSPS-23.0 DRIVER CERTIFICATION

This test is designed to prove the proficiency of the training provided and the knowledge of the personnel being trained.

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

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

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

Driver #: \_\_\_\_\_

Score: \_\_\_\_\_

1. Name the 7 key pieces of PPE required to load hot products?

5) Hard Hat

6) Safety Glasses

7) Long Sleeve Cotton Shirt

8) Long Cotton Pants

5) Leather Work Boots

6) Gauntlet Style Gloves (Leather to High Temperature Rubber)

7) Face Shield

2. Why is a face shield required when loading a hot product? To protect the face from the potential of splashing products.

3. Does a driver need to perform a pre-load check of the trailer? YES

4. What will happen if you load hot product over a wet or incompatible product? A reaction such as steam or product ejecting from the trailer or fire associated with loading on top of flammable or combustible materials.

5. Does the engine need to be turned off and do the wheels need to be chocked before the loading or unloading process can begin? YES

6. Under what conditions are drivers allowed to bring weapons into the facility? Never

7. Is smoking allowed at the facility? If so, where is the designated smoking area? YES – South End of Scale Building.

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8. What are you required to do in the event you cause a spill or if discover an existing spill? Immediately shutdown the transfer if safe to do so and report to AOS personnel.
9. Where is the emergency gathering point for the facility? Primary in North Parking Lot at Main Office and Secondary at the South Entrance Gate.
10. What are you required to do in the event you suffer an injury (e.g., burn, cut, sprain, etc.)? Immediately report to AOS personnel.
11. Where is the nearest:
- a. First Aid Kit: In the Scale Building
  - b. Drench Hose: South End of Scale Building
  - c. Fire Extinguisher: On Each Loading Rack
12. What is the maximum speed limit in the facility? 10 MPH
13. Are drivers allowed to leave their trucks unattended while loading or unloading? (e.g., talk on the phone or radio, go to the restroom, rest in the truck's cab, etc.) NO
14. True or False: A driver can be barred from the facility for one instance of not following proper loading procedures.
15. The loading procedures for this plant can be found where? In the Scale Building

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