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Driver Training Program/Liquid Safety Policies Liquid Tank Lines



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Items supplied by Venezia to drivers upon completion of training:

- 3- 3” x 18’ hoses
- 1 – short jumper with male/female connector
- 3 – 3” to 3” Male to male connectors
- 1 – 3” male to 2” male hose connector
- 2” double female connector
- In line 3” Bleeder Valve male to female
- Gaskets and o rings
- Spill kit
- 5-gallon Bucket and lid
- Orange safety vest
- Safety Glasses
- Hard Hat
- Hook and Loop Straps (9)
- Replacement Cam Locks
- Detention Forms
- Venezia driver I.D.
- Temp Gun
- Motorcycle strap and ratchet
- Short oil change type pan
- 3” Male X 4” Female Reducer (for drop fittings)

Items required but not supplied by Venezia:

- Assortment of clean rags
- Assortment of Tools
- Flashlight
- Road Atlas
- Gloves

Attire requirements

- No shorts or sleeveless shirts permitted at any time.
- Work shoes/boots will be worn during work shifts – driving – loading- unloading.
- Sneakers, athletic, recreational footwear or sandals are not permitted.
- SPITTING is not allowed
- SMOKING is prohibited at the shipper and receiver unless in a designated smoking area.
- Reference page 18 in Venezia’s Driver Manual.
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Driver Availability requirements

- Drivers need to be prepared to be out for a minimum 2 weeks at a time. The delivery locations Venezia is given by our customers will determine frequency of home time.



Venezia Liquid Safety Policy:

Venezia is committed to safely and professionally transporting liquid products for Commercial use.

Venezia Liquid Safety Policies and Procedures are highlighted as:



This is a training procedure guideline which is intended to give you step by step instructions that will cover most loading, wash out, trailer inspection and customer deliveries that you will see. However, we cannot possibly come up with every scenario that you might encounter. If at any point, you do not feel that a particular procedure is covered in the manual and find yourself unsure of how to proceed, or that a piece of equipment or scenario is deemed to be unsafe, **STOP work immediately** and call 800-635-2083 EXT 256 or 296, 24/7 to report before proceeding."

Liquid Training Outline

Training is covered in the following order.

Pre-Loading:

- Tractor Pre-Trip Inspection
- Trailer hook up/ Pre-trip inspection
- Equipment prep prior to loading

General loading procedures:

- Qualcomm – “Hours of Service”
- Qualcomm- “Arrive at Shipper”
- Hooking to and inspecting a “Pre-Loaded Trailer”
- Bill of Lading / Customer paperwork
- Qualcomm- “Loaded Call”

Delivery:

- Qualcomm – “Arrive at Consignee”
- Liquid safety policies
- Arrival notification- “Checking in”
- Hook-up procedure
- Unloading procedure

Liquid Training Outline (cont.)

- Details to watch while delivering
- Un-Hook procedure
- Empty notification- “Checking out”
- Quallcom – “Empty Call”

Post-Delivery:

- Trailer Empty Confirmation
- Return Empty Trailer
- Post-Trip inspection
- Dispatch for next pick up

Pre-Delivery:

- Compartment and pipeline inspection-critical checkpoints

Delivery:

- Detention time at delivery

Post-Delivery:

- Paperwork after delivery

Section 1: Tractor Pre-Trip inspection

Going over equipment to make sure that it will be safe and fully functional while carrying product at highway speed, traveling on public highways is a crucial part of your job. This requirement is mandated by FMSCA rules and company policy. Drivers are required to do a Vehicle inspection daily, then every time you hook to a different trailer as well.

- **Approach the truck looking for abnormalities such as leaning or large unusual puddles of fluid on the ground**
- Check bodywork for any damage from road debris or other vehicles parked nearby.
- Raise the hood and inspect the engine and ground for leaks
- Check all fluid levels (i.e.: oil, anti-freeze, washer fluid)
- Check all serpentine and A/C belts for cracks or glaze
- Check passenger side steer axle suspension; springs “U” bolts, front and rear spring hangers.
- Check tie rod ends and that nut’s are secured and cotter pins are in place
- Check right side steer axle brakes shoes, drums, air lines, brake chamber, slack adjuster, and grease line
- Check right Side Steer tire for tread depth and side wall damage
- Look for proper inflation
- Check frame for cracks
- Check for signs of loose bolts

Section 1: Tractor Pre-Trip inspection (cont.)

- Walk to the driver side and check hood spot mirrors on the way
- Check driver side suspension as was done on the passenger side.
- Check steering shaft for play,
- Check for loose u-joint connections (steering)
- Check drag link and that nuts are secured
- Check pitman arm and that nuts are secured
- Check tie rod ends and that nuts are secured
- Start motor
- Check for oil pressure
- Check to see if air pressure is building
- Check city horn
- Check air Horn
- Make sure defroster works
- Check wiper's, washer and wiper blades
- Check fuel gauge for accuracy by looking into the fuel tank
- Check both side view and both spot mirrors for cracks and aim
- After air pressure builds apply breaks fully and check for air loss
- Check permit book for expired paper
- Check fire extinguisher for charge and secure mount
- Check for triangles
- Turn on lights and flashers, exit cab
- Check battery box lid
- Check for frozen liquid pump shaft in winter time by turning it by hand
- Check that pump caps are secure
- Check air lines for cracks and glad hand rubbers
- Check product hoses – secure on hose rack, ends are not dragging on ground and general condition (ie. - Bulges, bubbles, cuts, abrasions, separations, etc)
- Check fifth wheel perches, mounts and bolts
- Check forward axle air bags, spring, perch and hanger
- Check forward drive axle brake chambers shoes, drums and slack adjusters
- Check the same points on the rear drive axle
- Check all driver side tire; tread, sidewall, inflation and spacing
- Check lug nuts for rust streaks
- Check valve stem caps
- Check tires on passenger side in the same manner that was done on driver side
- Check exhaust system for leaks – Make sure hose product ends are not in grass burner exhaust/heat stream
- Check fuel tank straps
- Fuel tank cap and gasket
- Close and latch hood

Section 2: Pre-trip and hook Trailer

- Align truck and trailer and place fifth wheel at the front of trailer frame.
- **Get Out And Look! Make sure that trailer height will match the fifth wheel and that nothing is obstructing the fifth wheel jaws**
- Check that tractor mud flaps will clear the trailer during turns.
- If not enough clearance remove mud flaps on tractor
- Show where to find wash cert.
- **Check for a valid wash certificate and it matches the trailer #**
- Double check Trailer number
- Hook truck to trailer.
- Tug gently to assure unit will not come apart.
- Hook up air lines
- Turn on all lights and flashers.
- Visually inspect that power is going to overfill system (if applicable)
- Check to be sure that fifth wheel handle has gone all the way in
- Wind up landing gear.
- Inspect fifth wheel to assure that the jaws closed around trailer pin.
- Making certain that tractor protection valve is applied, release trailer brakes by pushing in trailer protection valve.
- Glad hand connection for air leaks
- All compartment valves are closed
- Get down and look at trailer suspension
- Check: front axle springs
- Spring “U” bolts
- Spring hangers
- Torque arms
- Torque arm bushings
- Front axle brake shoes
- Front axle brake drums
- Kick tires (they should be hard and not bounce when hit)
- Check driver side front axle tire tread and side walls
- Check right side trailer wheel lug nuts for rust streaks
- Check tires for valve stem cap
- Check driver side rear axle tire tread and side walls
- Driver side hub oil level
- Look at driver side trailer spring equalizer
- Get down and check rear axle suspension
- Check leaf springs
- U” bolts
- Spring hangers
- Torque arms
- Torque arm bushings
- Rear axle brakes
- Rear axle brake drums

Section 2: Pre-trip and hook Trailer (cont.)

- Note position of slack adjusters (brakes should be released)
- **Check rear frame for cracks**
- Go back to tractor and fully apply trolley break
- Take notice of any air escaping through glad hand connections
- Walk to back of trailer and listen for air leaks
- Get down and look at slack adjuster travel (it should be no more than 2 inches)
- Continue along passenger side of trailer
- Kick and check tires, hub oil level lug nuts tread depth, side walls, and valve stem caps
- **Look at areas prone for structural cracks on tank such as ribs, voids and landing gear**
- **Step back and take a good general look at the overall condition of the trailer specifically check for leaks. There should be no product leaking from anywhere on the trailer**
- Walk around front of tractor/trailer and check all lights and signals
- Check for any fresh damage on fenders/tank/light boxes
 - Fresh damage may be billable back to the location
 - Fresh damage looks like very shiny scratches/bends in metal.
- **Report any deficiencies from above immediately to maintenance and operations.**

Section 3: Reporting Damaged Trailers

- If at a location where other Venezia drivers moved trailers last
 - Call into dispatch before moving equipment and give description of damage.
- Driver must call Venezia Safety Dept (ext. 234 Brenda) for a report.
- If at a location where trailers are moved by another company
 - Call into dispatch before moving equipment and give description of damage.
 - Find someone from the location to come out and document damage
 - Upon return bring trailer to shop for repairs
Fill out a vehicle defect report sheet with shop and take a copy
 - Driver call Venezia Safety Dept (Brenda ext. 234) for a report.

Section 3:

Procedure for Dropping/Uncoupling trailers

- Make sure surface that you are dropping trailer on can support the weight of the loaded trailer.
- Park the trailer, tractor should be straight in line with the trailer.

Section 3:

Procedure for Dropping/Uncoupling trailers (cont.)

- Pull the Trailer Protection Valve (Red) to apply trailer parking brakes
- Gently reverse tractor slightly to take pressure off the fifth wheel jaws and trailer pin.
- Apply tractor brakes by pulling the Tractor Protection Valve (Yellow)
- Remove trailer air and electrical supply lines and securely stow for travel.
- Wind the landing gear down until the sand shoes are firmly on the ground (empty)
If the trailer is loaded; continue cranking in Low Gear until air can be heard filling the tractor air bags.
- Stow landing gear crank handle.
- Release fifth wheel jaws by pulling the release handle.
- Enter the cab roll the driver side window down and dump tractor suspension.
- Release Tractor Parkin Brakes by pushing in the tractor protection valve (Yellow).
- Place transmission in gear and gently pull tractor forward until it releases from trailer.
- STOP! With tractor frame still under the trailer to make sure trailer is stable and secure.
- Once satisfied the trailer is stable, reinflate tractor suspension.
 - Procedure is complete.

Section 4: Equipment Prep prior to loading

Trailer Prep

1. Go on top of trailer and open lids-check that trailer is
 - a. **Turbine Prepped** (Diesel flushed for Exxon, clean and dry for all others)
 - b. **Clean and Dry** with no moisture or water anywhere
 - c. **Diesel Flushed** with no product remaining
 - d. **Drained Down** with a max of 2” strip of lube down center of trailer
2. Close and secure Dome Lid
3. Check other lids that they are securely closed
4. On top of trailer make sure clean out caps are tight
5. On top of trailer make sure Christmas tree valve is closed
6. Remove caps from API head and center and rear discharge, wipe out the seats with a rag and ensure no moisture exists.
7. Replace caps on the trailer
8. Check that you have the prior commodity paperwork (if loading at Exxon Mobil)
9. Check that you have the Drain down, Diesel flush, or detergent wash form (if loading from Exxon Mobil)



Tractor Prep

1. Check that the liquid pump is operational
2. Check that liquid pump is diesel flushed or clean and dry, depending on instructions from dispatch.
3. **If turbine prep is required:** pump and hoses must be flushed and ends of hoses Bagged. In most cases a wash certificate for the prep must be presented when loading.

Product Hoses and Unloading Accessories

1. Inspect hoses for wear, foreign material or damage – Inside with a flashlight and the Outside
2. Check the hose itself for bulges, bubbles, cuts, abrasions, separations, etc.
3. Check that the hose connection fittings are securely attached to the rubber hose either pressed or clamped. No signs the hose has been drug on ground in transit at any time and no abnormal wear.
4. Bend hose ends to expose any place the fitting might have been previously pulled from the hose.
5. Check for gasket and connection fitting plug
6. Make sure the hoses are securely mounted to the tractor hose rack and that the hose ends are not dragging on the ground.
7. Check the hose ends on the curb side are not directly in the exhaust stream
8. Check that all required unload fittings are in the truck and ready for use

Trailer Wash Requirements

- Interior of trailer cleaned between switching products
 - Caustic washed (**Stainless Steel Trailers Only!**)
 - Detergent washed
 - Diesel flushed
 - Turbine Prep
- Trailers must be completely empty to clean interior of trailers.

When picking up or when inspecting trailer after it has been washed

Always do the following:

- Verify that the wash ticket documents the correct trailer number and wash service requested for the trailer that you are picking up.
- After the wash ticket is verified, inspect all openings (**including Wash Out Caps**) of the trailer being picked up to verify the type of service provided at the wash facility and reject the trailer if any residue or moisture is present.
- Secure the wash ticket inside of your tractor until you arrive at the loading facility.
- Only the original tank wash slip from the tank wash for the service performed will be acceptable. If the original cannot be located or if there is a discrepancy, contact dispatch as the trailer will need to be re-washed.

Section 5: Shipping location Procedures

A: General liquid loading procedures

- Receive dispatch from Venezia
- Know all PPE requirements (safety vest, safety Glasses, hardhat etc)



Tractor headlights always on
Seat Belts must be worn

- Locate assigned trailer
- Check all trailer inlets and outlets by removing caps and looking in with flashlight. Report to Venezia operations any moisture/ice or contaminants seen.

- Remove Wash out caps to check gasket then firmly reattach by using a spanner wrench or strike the tabs with a hammer until fully tightened

- Locate pick up number and product types and quantities for each location
- Arrive at shipping gate at your appointment time and check in
- Have the following items:
- **Trailer Number**
- **Pick up number**

Section 5: Shipping location Procedures

A: General liquid loading procedures (cont)

- **Delivery point name**
- **A prior commodity sheet**
- **Trailer compartment capacities**
- Go to assigned loading rack
- Turn off Tractor while loading





- Chock Wheels
- No smoking
- No Cell phone use
- Check that all numbers on paperwork match the trailer.
- Get clearance from loader before moving equipment
- Do a walk around the tractor and trailer to look for any mechanical defects that could have occurred to equipment during transit to the shipper.
- Collect Bill of lading and Certificate of analysis from shipper
- Check and record seal #'s on BOL if not already done
- **At this point there should be no prior cargo sheet on the trailer. Check trailer for any old Prior Cargo sheets; remove and discard**
- Using the Shippers B.O.L. – Fill out a Venezia Delivery Receipt (form V-42) specifically the loading verification section.
- If something looks wrong, doesn't match or if you are not sure about something on any of the above steps; **Call Dispatch Immediately!**

➤ **Temperature sensitive shipments:**

- Upon loading: driver uses Venezia issued lazer temp gun and shoots through the trailer wash out cap.
- Driver documents temperature by gun then checks trailer gauge and sends into dispatch via Qualcomm. If the two temperatures are more than 15 degrees apart, notify dispatch immediately.
- Temperatures sent in daily to Dispatch.



- Once load is delivered; a copy of the shipper's bill for this load must be left in the paperwork holder as the prior cargo for the next load

Section 5

Part B: Check in and loading procedures Exxon Mobil; Paulsboro NJ

For a picture illustrating routing guard shack and loading rack see page 36.

Plant rules include the following;

- Obey all posted speed limits
- Cell phone use is prohibited while truck is in motion on Exxon Mobil property
- PPE must be worn while outside of the truck. This includes
 - Hard Hat with face shield
 - Safety Glasses with side shields
 - Hard sole shoes with leather uppers and defined heel
 - No Shorts!
 - Gloves must be worn while performing any work on the rack
 - Face shield must be down if connecting or disconnecting hoses
- Smoking is permitted in designated area only
- Sleeping in the truck while on the rack or waiting to load is prohibited

Procedure:

- At the guard shack, give the guard the Mobil Order # found on the load assignment – customer BOL#
- Guard will tell you what rack number to proceed to
- Drive around building follow signs for Bulk Loading Rack (see
- Make sure the fall protection cage is in the uppermost parked position before you enter the rack.
- Align truck and trailer on the rack/scale so that the fall protection cage will fit correctly over trailer spill/crash boxes.
- Exit tractor – **Place wheel chocks between drive tires.**
- Climb stairs – find the switch to lower fall protection cage down to the top of the trailer
- Open all dome lids for compartment inspection
- Back on the ground – remove all API head caps

B: Check in and Loading Procedures Exxon Mobil; Paulsboro NJ
Procedure (cont.)

- **Place bucket under each compartment outlet before opening valve**
- open all API heads
- Inspect each API port – remove any product found
- Open all internal and external valves needed to load all compartments

- Go to the operators shack and have the following information ready for the loader;
 - **Mobil B.O.L # (found in load assignment)**
 - **Trailer Number**
 - **Number of Compartments and Capacity(s)**
 - **Breakdown of how the trailer is to be loaded**
 - **Prior load B.O.L**
 - **Wash ticket (original only)**
 - **Truck Ignition Keys**

The loader will make all connections and load the trailer he will let you know when he is finished. At that time, do the following;

- On top of the trailer – close and secure all dome lids tightly for travel.
- Seal all dome Lids
 - Check that all wash out caps are tight and not leaking
 - Fully raise fall protection cage all the way as far as it will go
- On the ground – replace all product line and API covers
- Make sure all internal and external valves are closed
- Seal all outlets to assure that load will be tamper proof
- Walk completely around the entire truck and trailer to make sure all is clear, and nothing was forgotten
- Remove wheel chocks
- Drive truck and trailer off rack and park
- Place wheel chocks between driver side drive tires
- Await paperwork/sample test.

C: Check in and Loading Procedures **Exxon Mobil; Cicero, IL**

Upon arrival Guard will ask for the Exxon - B.O.L number found on the load assignment. Then they will then give you the Exxon Bulk Loading Configuration form (see next page) that must be filled out before getting to the rack. They will also tell you to weight in and show you the traffic pattern to follow.

Exxon Mobil; Cicero, IL(cont.)

Exxon Bulk Loading Configuration form

You must fill out this form BEFORE you get to the Loading/Unloading Area.

CUSTOMER NAME: _____ ORDER #: _____

CARRIER NAME: _____ TRACTOR #: _____ TRAILER #: _____

APPT TIME: _____ DATE: _____

PRINT DRIVER #1 NAME: _____ PRINT DRIVER #2 NAME: _____

PLANT SAFETY AND OPERATIONAL RULES

WHEN RAILROAD SWITCH IS IN PROGRESS AND ROAD BARRIERS ARE IN PLACE

- **DO NOT** – Cross any rail tracks with your vehicle or on foot
- **DO NOT** – Park your vehicle on or near any rail tracks
- **DO NOT** – Drive or walk past any road barriers (horses, signs, etc...)
- Drivers wait in your truck for an escort to arrive

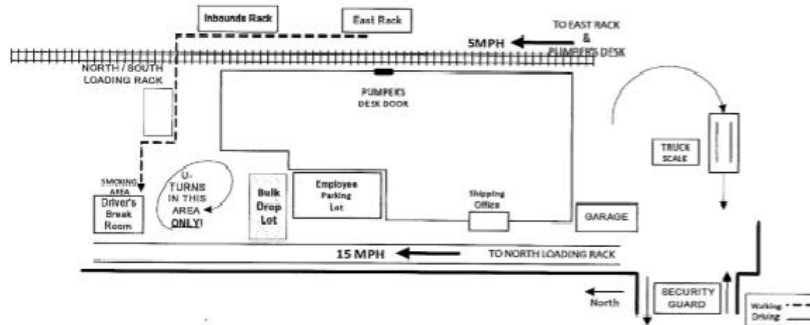
1. No driver is allowed to climb ladders or climb on top of their truck/trailer for any reason at any time.
2. Drivers are prohibited from bringing arms, ammunition or other dangerous weapons of any kind into this facility. Dangerous weapons include but are not limited to all firearms, illegal knives, clubs, chemical dispensing devices, mace, simulated weapons, ammunition and explosives.

NOTE: ANY VIOLATION OF RULE 1 OR 2 WILL RESULT IN IMMEDIATE & PERMANENT EXPULSION FROM ALL EXXONMOBIL FACILITIES.

3. Hard hats, Safety glasses w/side shields, Safety shoes, and Long pants must be worn at all times.
4. Cell Phone use (including hands free devices) is prohibited while vehicle is in motion.
5. Do not exceed posted speed limits of **15 MPH** on main road (west of building), **5 MPH** on back road (east of building)
6. U Turns are only allowed north of employee parking lot. No U Turns are to be attempted in employee parking lot.
7. **Smoking or Vaping** is permitted only in designated areas.
8. Driver verifies truck/trailer have been inspected prior to arrival and that truck/trailer are in safe operating condition, all valves are in good working condition and any valves not being used in the loading process have been secured.
9. All drivers are responsible to provide a trailer that is compliant with ExxonMobil Prior Cargo Guidelines.
10. Top loading and bulk unload drivers must scale before loading/unloading (see the security guard at the gate for instructions.)
11. Top loading & bulk unload drivers must check in at the pumpers desk on the East side of the plant (see map.) Bottom loading drivers must proceed to the load rack area at the North end of plant (see map.)
12. Drivers are prohibited from working on or making any repairs to their trucks on Cicero Lube Plant property, without authorization.

DRIVER #1 SIGNATURE _____

DRIVER #2 SIGNATURE _____



BULK LOADING CONFIGURATION SHEET

APPT. TIME: _____

LOAD RACK: _____

<u>Compartment #</u>	<u>Compartment Capacity</u>	<u>Product Name</u>	<u>Compartment Quantity (Gallons)**</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

Driver's Instructions:

Write **NONE** in the Quantity field if nothing is being loaded in the compartment.

** Compartment quantity must be at least **100 gallons less** than the compartment capacity.

Driver's Signature: _____ understands the driver's instructions and will remain in the loading area until released to leave the plant.

Step 1. Cleaning Certificate attached?	<input type="checkbox"/> Yes	Continue the loading sequence.
	<input type="checkbox"/> No	If steam cleaning is required, do not load the truck. If steam cleaning is not required, check for a Prior Cargo Certificate.
Step 2. Prior Cargo Certificate attached?	<input type="checkbox"/> Yes	If Prior Cargo Certificate is available, check Bulk Loading Matrix information and continue the loading sequence
	<input type="checkbox"/> No	Do not load the truck unless requirements in Step 3 is met.
Step 3. Prior Bill of Lading or weight ticket attached?	<input type="checkbox"/> Yes	Bill of Lading or Weight Ticket must be no more than 7 days old. If this requirement is met, check Bulk Loading Matrix information and continue the loading sequence.
	<input type="checkbox"/> No	Do not load the truck, notify supervisor for direction

Refinery and yard procedures/policies for loading

Shell, Newell WV

Trailer type: Aluminum (gasoline style trailer 94 and 95 series)

Trailer Preparation: Complete drain down or Diesel flush depending on sequence of products

Paperwork needed to load: Pick up # and products

Driver requirements: loading-what compartments to put Products in. Driver assist in moving loading heads in loading process.

Safety requirements: No smoking, no Cell phone use on property, no climbing on equipment, Hardhat, safety Glasses, steel toe boots, safety vest, Long sleeves/pants

Special instructions: Make sure diesel fuel drained is put in separate diesel drain

Exxon/Mobil: Paulsboro, NJ, Cicero, IL, Port Allen, LA, Beaumont, TX

Trailer type: Bottom loading liquid trailer with Dry brake (API Head)

Trailer Preparation: Complete drain down or Diesel flush depending on sequence of products

Paperwork needed to load: Pick up # and products loading-what compartments to put them in. Bol from prior contain showing all compartments, Diesel flush form or sequential loading form

Driver requirements: loading-what compartments to put Products in. Driver assist in moving loading heads in loading process.

Safety requirements: Hardhat No smoking, no Cell phone use on property, no climbing on equipment, Safety Glasses, steel toe boots, safety vest, Long sleeves/pants

Special instructions: Will not load without all mentioned paperwork

Paulsboro Lubes Plant (Valero) Paulsboro, NJ

Trailer type: Any liquid trailer-top loading

Trailer Preparation: Always clean and dry

Paperwork needed: Pick up #

Driver requirements: Loading-what compartments to put Products in

Safety requirements: Hardhat No smoking, no Cell phone use on property, no climbing on equipment, Safety Glasses, steel toe boots, safety vest, Long sleeves/pants

Special instructions: Trailer must be very dry-no moisture

Gordon Terminals, Bayonne, NJ

Trailer type: Any liquid trailer-top loading

Trailer Preparation: Clean and dry or diesel flush unless reloading same product-loading on top.

Paperwork needed: Pick up # - Exxon loads need prior commodity paperwork

Driver requirements: Twic card, Loading-what compartments to put Products in

Safety requirements: Hardhat No smoking, no Cell phone use on property, no climbing on equipment, Safety Glasses, steel toe boots, safety vest, Long sleeves/pants

Special instructions:

Gordon Terminals, Mckees Rocks, PA

Trailer type: Any liquid trailer-top loading

Trailer Preparation: Diesel flush or clean and dry- depending on trailer type and product.

Paperwork needed: pick up # Exxon loads need prior commodity paperwork

Driver requirements: Loading-what compartments to put Products in

Safety requirements: Hardhat No smoking, no Cell phone use on property, no climbing on equipment, Safety Glasses, steel toe boots, safety vest, Long sleeves/pants

Special instructions:

American Refining, Bradford, PA

Trailer type: Any liquid trailer-top loading

Trailer Preparation: Always Clean and very Dry

Paperwork needed: Pick up #

Driver requirements: Loading-what compartments to put Products in

Safety requirements: Nomex Coveralls, Hardhat No smoking, no Cell phone use on property, no climbing on equipment, Safety Glasses, steel toe boots, safety vest, Long sleeves/pants

Special instructions: Trailer must be very dry-no moisture

Warren Distribution, Glen Dale WV

Trailer type: Any liquid trailer-top loading

Trailer Preparation: BP loads are clean and dry trailers, Loading for Warren are Diesel flushed

Paperwork needed: Pick up #

Driver requirements: loading-what compartments to put Products in

Safety requirements: No smoking, no Cell phone use on property, no climbing on equipment, Hardhat, safety Glasses, steel toe boots, safety vest, Long sleeves/pants

Special instructions:

BP Baltimore, MD

Trailer type: Any liquid trailer-top loading

Trailer Preparation: Clean and dry

Paperwork needed: Pick up #

Driver requirements: Loading-what compartments to put Products in

Safety requirements: No smoking, no Cell phone use on property, no climbing on equipment, Hardhat, safety Glasses, steel toe boots, safety vest, Long sleeves/pants

Special instructions:

D: Liquid loading from Railcar

- Contact dispatch for correct trailer # and railcar #
- Inspect trailer exterior for damage
- Inspect trailer interior for cleanliness or leftover product
- Locate trailer's prior commodity sheet located in document box
- Scale tractor and trailer to get tare weight
- Locate and inspect Railcar for damage/leaking product/Broken seals. If any seals are missing or broken. CALL DISPATCH IMMEDIATELY
- Position tractor/trailer and appropriate equipment at railcar
- Record/Break seals on railcar product pipe
- **Inspect product (loading) hose for foreign material/ attach product hose to fill pipe on tank. Use orange straps on all cam locks**
- Carefully climb up railcar and crack dome lid for ventilation
- Load trailer to estimated 47,000 to 50,000lbs of product
- Carefully climb up railcar and re-seat dome lid
- **Unhook hoses from railcar/immediately cap hoses**
- Reseal railcar and record seal #'s on B.O.L.
- Pull on scale and get tare weight
- If net weight is low, follow steps above until it is acceptable.
- Get net weight and enter manually on BOL
- **Put away all hoses-never leave uncapped.**
- Re-seal tank and record seal #s on BOLE: **Hooking to a Pre-Loaded Trailer**
- Locate trailer that has been pre-loaded and dispatched for you to pick up
- Double check trailer number; compare unit number on trailer, to trailer number given on the Quallcom Load Assignment
- Locate Shipper Bill of Lading (B.O.L.)
- **Make absolutely sure that you ARE looking at the current Shipping Papers and NOT a Prior Cargo.**
- **Check the B.O.L and make sure the trailer number matches**
- **Check B.O.L. and make sure that delivery point matches the Load Assignment found on the Quallcom**
- **Check seal numbers on Trailer, compare them to seal numbers marked on the shippers B.O.L.**
- Hook to trailer and perform a Pre-Trip Inspection

●* Using the Shippers Bill of Lading – Fill out the Venezia Delivery Ticket (form V-42) or, form V-7 if appropriate which will illustrate products loaded in which compartments and quantities loaded. Check with dispatch for instruction regarding which form to use.

If something looks wrong, doesn't match or if you are not sure about something on any of the above steps; Call Dispatch Immediately!

LIQUID SAFETY

LIQUID SAFETY

LIQUID SAFETY

Section 6: Transporting the load

- **Tractor headlights remain on during transport**
- Beware of product surge
- **When leaving a stop, do a walk around the tractor and trailer to look for any mechanical defects that could have occurred to equipment en route or during the stop.**
- **All trailer seals must** remain intact during transportation. They should be checked as a part of the pre and post trip inspections until the load is delivered.
- Locations are receiving multiple commodities and on time delivery is essential to keep them running smoothly.
 - Our customers grade us on on-time performance
 - We evaluate our drivers on on-time performance

Section 7: Steam station procedures

- Steam locations are determined ahead of time by dispatch
- **Delivery temperature range is placed in load assignments and aren't to be exceeded**

Procedure:

- Upon arriving at the steam station, take a current temperature via lazer temp gun through wash out cap. Close wash out cap after taking the reading.
- Compare measured temperature to the gauge reading on the trailer. Any discrepancies more than 15 degrees indicate a broken trailer gauge.
- If you notice a greater than 15-degree discrepancy in the gauge vs Gun identify it to Venezia operations and the tank wash facility immediately.
- See tank wash personnel and write trailer up for steam-



NOTE! any product containing **ZDDP** on Safety Data Sheet has steam pressure requirements. Provide the desired temp to steam to, as well as what time you will need to leave with the trailer for delivery, to the tank wash personnel. **DO NOT EXCEED THE MAXIMUM TEMPRATURE. A POISON GAS WILL FORM, THE PRODUCT WILL BE RUINED.**

- **If dropping the trailer-be sure trailer is dropped on a concrete pad and the rear of the trailer is lower than the nose.**
- Driver is to fill out a DTR form for all time at the steam station for pay
- Once trailer has reached desired temperature Venezia driver is to instruct tank wash to unhook trailer from steam.
- Once tank wash has determined that the trailer is up to temperature and releases the trailer, complete a DTR form for all time on premises and submit a request for time to dispatch via QUALCOMM.
- Do a final check with temperature gun through the wash out cap that trailer is within the temp range.

Section 7: Steam station procedures cont.

- Once temperature is determined to be acceptable close wash out cap tightly and continue to delivery.
- Once trailer has reached maximum temperature instruct wash to remove trailer from steam coils- Do not allow tank wash to keep on coils while trailer isn't supposed to be steaming.

- **NOTE: IF DRIVER FINDS PRODUCT OVERSTEAMED ACCORDING TO THE GAUGE, DO NOT OPEN THE TRAILER TO GET TEMP. CALL DISPATCH IMMEDIATELY FOR NEXT STEPS**

Section 8: Checking In at customer

This procedure varies from customer to customer but always assume this procedure is the case if you don't know.

- Pull into customer location and find a place to park out of the way
- Find and enter the receiving area
- Take the Bill of Lading and other shipping paperwork to the receiver
- Receiver will:
 - Examine paperwork to determine correct product and destination.
 - Receiver must sign a **Venezia Authorization to Unload** (form V-42) prior to unloading
 - Assign each trailer compartment a pipe to hook up to
 - Check that the seals on trailer match paperwork
 - Take samples from each compartment
 - Unlock unload pipe for each product
 - Assist in hooking hose from tractor to correct pipe
- Drive tractor and trailer to unload area-ensure its parked on a flat surface for good product drainage
- Do a walk around the tractor and trailer to look for any mechanical defects that could have occurred to equipment en route to the customer.



Section 9: Unloading liquid product

A: PTO Liquid Pump Part 1: Pre-unload procedures

- **Wear the following PPE: face shield, gloves, long sleeves and work boots**
- Carefully remove the needed product hoses from hose tube or rack
- **Inspect the hoses for damage and/or wear**
- Remove cap on the hose end you intend to hook to the pump outlet
- Be careful that no foreign material enters open hose ends
- Inspect gaskets on all hoses that you will be using
- Make sure all trailer product valves are closed
- Tilt hoses end down into the bucket to empty out anything that may be left in hose before hooking to trailer/truck pump fittings.

Section 9: Unloading liquid product (cont.)

- **Do Not drop hose ends on the ground. This will cause them to become egg shaped and very difficult to hook and unhook**
- Hook 2 hoses together using 3" male to male connector (if needed)
- Place short oil pan under pump fittings
- Remove caps off the Pump
- Allow any fluid in pump to drain into drain pan.
- Hook product hose to the intake on the pump (tractor or customer) first
- Hook product hose to assigned trailer compartment
- Hook Bleeder Valve fitting to pump outlet with bleeder stem pointing downward, off to the side (ex. 8 or 4 o'clock).
- Hook discharge hose from pump outlet/**Bleeder Valve Fitting** -
- To customer tank fitting
- Open pump outlet valve close bleeder fitting
- Open Pump Bypass valve
- **Place orange Velcro straps around all cam-locks to prevent fitting from coming loose.**
- Ventilate trailer
 - If trailer isn't equipped with a venting system go up top and open dome lids-prop open with a lid latch - each compartment that's being unloaded.
 - If trailer is equipped with venting system remove 4" cap from vent tube on back of the trailer to allow it to breath
 - Failure to vent the trailer/compartment while discharging product will cause serious damage to the unit



Part 2-A: Engaging the PTO Liquid pump – Manual Transmission

- If trailer has air operated internal valves, then wheels should be chocked and red button pushed in to supply trailer with air to operate internals
- Push in clutch and put truck in 1st gear. Locate the PTO switch on dashboard or floor panel and flip to the "on" position.
- Place transmission back into neutral
- Slowly let the clutch pedal out
 - Set RPM's (cruise control) according to the dash sticker

Part 2-B: Automatic Transmission

- Place foot on Brake Pedal
- Place transmission selector in "D" (Parking Brake remains applied)
- Flip the PTO switch to on
- Place Transmission selector to "N" (Parking Brake remains applied)
- Remove foot from Brake Pedal – PTO is now engaged.

Part 3: Procedure for unloading liquid product

- Open appropriate internal compartment valve on trailer
- Open external compartment (belly line) valve on trailer
- Make sure customer valve is open and ready to accept load
- Open pump discharge (butterfly) valve
- **Slowly** close bypass valve on pump

Part 3: Procedure for unloading liquid product (cont.)

- You should now hear a mild strain on the pump as it is pushing product into the customer.

- Never assume trailer vent system is functional. Always check by placing a rag over vent air inlet as soon as unloading begins. If a belly appears in the rag inwards; air is flowing into the trailer through the vent system. If no belly shows in the rag, vent is blocked! Close the trailer external and go up to open the compartment lid.

- Remain by trailer entire time unloading to monitor product flow in case of emergency.

- Company policy is always to remain within 25 feet of internal shut off valve during unload.

- When the pump goes quiet- most of the product has been emptied
- Let pump run another 1 to 2 minutes to allow residual product to drain down
- Put a catch pan or 5-gallon bucket under compartment fitting
- Go up top and check that all product is out of the compartment
- Walk the pump inlet hose by starting at trailer; lift the hose chest high and walk/slide the raised hose toward tractor to empty out any residual product
- Re open pump by pass
- Place an additional bucket under the next compartment product line
- Remove product line dust cap from the next compartment
- Carefully unhook product hose from trailer compartment by opening one cam lock at a time, then the other. Notice no pressure – you should feel suction at the hose end
- Continue to drain most recently emptied compartment if unloading multiple products by leaving internal and external valve open and bucket under the empty hose connection.
- Close pump discharge valve
- **Open Bleeder** Valve to make sure no pressure remains in pump discharge line
- Work with customer to attach pump inlet hose to next compartment to be unloaded
- Connect pump/product hose and open both internal and external trailer valves
- Double check customer has moved their end of the hose to a new tank and opened valve
- **CLOSE BLEEDER VALVE** Failure to do this will result in a spill.
- Open pump discharge valve
- Close pump bypass valve
- Again – Check vent to assure system is working
 - Repeat process for other compartments



Part 4: Procedure for finalizing delivery and disengaging PTO Pump

- Visually check all compartments for remaining product
- Close internal and external valves on trailer
- Put 5-gallon bucket under compartment hose fitting
- Carefully remove product hose from trailer fitting with pump still running
- Roll hose starting at trailer toward tractor to empty it out
- Get in tractor and reduce truck to idle

Disengage the PTO – Manual Transmission

- Push in clutch pedal
- Locate the PTO switch on dashboard or floor panel and flip the switch off
- Release clutch pedal

Automatic Transmission –

- Depress Brake Pedal
- Flip PTO switch to OFF
- Lift hose still hooked to pump discharge to feel for remaining product
- **Open Bleeder Valve SLOWLY** to relieve any remaining pressure
- Remove hose from pump inlet by removing one cam lock at a time
- Assume there will be product left in the hose-put a bucket underneath connection
- Remove hose by opening one cam lock at a time listening for pressure escaping. Roll hose towards the customer to make sure hose is empty
- Re-cap and store hose
- Recap pump and trailer fittings
- Open bypass valve on pump
- Close discharge valve on pump
- Close and secure dome lids

B: Compressor unload

Part 1: Hooking up hoses and air lines (before unloading)

- Leave trailer valves closed
- Attach Bleeder Valve Fitting with bleeder stem pointing downward and off to the side (Ex. 8 or 4 o'clock) to the trailer compartment discharge fitting
- Attach product hose to trailer or compartment discharge fitting with bleeder valve
- Attach opposite end of product hose to customer tank fitting and open customer valve (if equipped) **Secure all connections with Velcro safety straps**
- Attach compressor hose to the compressor Chicago Fitting and to the trailer or compartment fitting **and lock Chicago fittings with locking cotter pin.**
- Open air inlet valve on trailer or Christmas tree (if equipped)
- Close Bleeder valve on Christmas Tree

Engage the Compressor

Our newer tractors do not have PTO driven air compressors. They utilize a large capacity compressor that runs off of the accessory drive on the motor. It's the same compressor used for truck and trailer brakes. Behind the sleeper, underneath the bunk on the drivers side, you will find an air line with a shut off valve, pressure gauge, a safety relief valve and a Chicago fitting. Use this to pressurize the trailer. No PTO engagement is required. Simply open the valve after the airline is hooked up, then using the cruise control, run the engine RPM's to 1100.

PTO

Part 2: Engaging the PTO Liquid pump – Manual Transmission

- If trailer has air operated internal valves then wheels should be chocked and red button pushed in to supply trailer with air to operate internals
- Push in clutch and put truck in 1st gear. Locate the PTO switch on dashboard^d or floor panel and flip to the “on” position.
- Place transmission back into neutral
- Slowly let the clutch pedal out
 - Set RPM's (cruise control) according to the dash sticker

Automatic Transmission PTO

- Place foot on Brake Pedal
- Place transmission selector in “D” (Parking Brake remains applied)
- Flip the PTO switch to on
- Place Transmission selector to “N” (Parking Brake remains applied)
 - Remove foot from Brake Pedal – PTO is now engaged.

Part 3: Product unload using the compressor

- Trailer air is now being compressed (pressurized)
- Locate pressure gauge and monitor till 22psi
- Open trailer internal valve
- Open trailer external valve SLOWLY
- Product is now being unloaded by compressed air
 - Company policy is always to remain within 25 feet of internal shut off valve during unload process.
- Continue to monitor gauge
- When the trailer starts to empty, product level is reduced in product line, air will pass overtop of product. The hose will begin to kick, and a dramatic pressure loss will be noticed by gauge and you will hear air rushing out of the trailer through the product hose.
- At this time close the gate valve between the trailer internal and the hose connection until the valve blocks the pressurized air from escaping but allows product to flow. **Gate Valve should be left ½ inch open.**
- When hose begins to kick again repeat until the valve is fully closed.
- Allow pressure to re-establish to 5 p.s.i. (or greater) in trailer
- Open gate valve no more than **1/4 inch open.**
- This will empty all remaining product and clean out product hose.
- Close internal valve first
- Close external valve



Part 4: Dis-Engaging compressor, unhook product hose and prep trailer for travel

- Enter Tractor cab and depress clutch pedal to the floor (or brake pedal for automatic transmissions)
- Switch compressor PTO to the off position
- Release the clutch
- For Engine compressor tractors; close the valve at the back of the sleeper
- Check that all pressure has been released from the trailer by opening the Christmas tree bleeder valve
- Close ball valve on the stem that the air/compressor hose is hooked to
- Remove air hose from the trailer
- Open dome lid slightly - slowly starting at the hinge side to allow pressure to escape
- Once pressure has fully escaped from trailer/compartment; open dome to inspect
- See that all product is out of trailer
- Secure dome lid
- Remove air hose from compressor and stow for travel
- **Open Bleeder Valve Slowly** to release any remaining pressure
- Before breaking product hose connection- lift the hose to feel for remaining product
- Disconnect the end of the hose that is higher in elevation first (Usually the trailer fitting.) and place the plug in the hose end, lock cam locks.
- NOTE! There is likely residual product left in the hose. Place a bucket under the lower connection and allow the hose to drain.
- Remove product hose
- Plug lock the cam locks and stow product hose for travel
- Re cap customer's hose connection
- Recap trailer product fittings

Part 5: Pump Unload assisted by compressed Air (Permission must be obtained from dispatch)

- Attach bleeder fitting with stem facing downward and to the side (Ex. 4 or 8 o'clock) to trailer discharge fitting.
- Attach other end of hose from trailer to the pump inlet fitting.
- **Make sure bleeder valve fitting is closed!**
- Open pump By-pass Valve
- All product valves remain closed
- Close Bleeder valve on Christmas Tree
- Attach compressor hose to the Air compressor and to the trailer fitting on Christmas tree of trailer and lock Chicago fittings with locking cotter pins.
- Open air inlet valve (compressor hose) on trailer or Christmas tree
- Engage PTO or have customer start compressor (if using customer compressor)
- Trailer air is now being compressed (pressurized)
- If trailer has air operated internal valves then wheels should be chocked and red dash button pushed in to supply trailer with air to operate internals

Part 5: Pump Unload assisted by compressed Air (cont.)

- Customer opens valves on their end to receive product and communicates to driver
- Open trailer internal valve and belly line valve
- Open trailer external valve
- Product is now being unloaded by compressed air through tractor pump

Engage Tractor Pump PTO:

Manual Transmission:

- Push in clutch and put truck in 1st gear. Locate the PTO switch on dashboard^d or floor panel and flip to the “on” position.
- Place transmission back into neutral
- Slowly let the clutch pedal out
- Set RPM’s (cruise control) according to the dash sticker

Automatic Transmission PTO

- Place foot on Brake Pedal
- Place transmission selector in “D” (Parking Brake remains applied)
- Flip the PTO switch to on
- Place Transmission selector to “N” (Parking Brake remains applied)
- Remove foot from Brake Pedal – PTO is now engaged.
- Double Check! - Make sure customer valve is open and receiving product
- Slowly close bypass valve on pump
- You should now hear a mild strain on the pump as it is pushing product into the customer.
- Remain by trailer entire time unloading to monitor product flow in case of emergency.
- Pressure must be monitored by driver; Customer will advise max p.s.i.

- Company policy is always to remain within 25 feet of trailer
- during the unload process.

- When the pump goes quiet- most of the product has been emptied
- Let pump run another 1 to 2 minutes to allow residual product to drain down
- Put a catch pan or 5-gallon bucket under compartment fitting

Part 6: Emptying out

- At a point when the product level drops inside the trailer the hose will start to jump because pressurized air is being blown through product hose.
- Close **external gate valve** completely, re open up to ½ inch
- Product will flow to customer at a reduced rate while pressure remains in the trailer
- When the product level in the trailer gets even lower, tank pressure will be heard escaping through product hose, the hose will again start to jump. Pressure will then drop dramatically inside the trailer.

Part 6: Emptying out (cont.)

- Slightly close the external gate valve to keep pressure in the trailer while product

- **DO NOT DRAIN PRESSURE DOWN WHILE HOOKED TO CUSTOMERS TANK without asking for permission to do so.**

doesn't completely fill hose Once all pressure cannot be kept in trailer, trailer is empty.

Part 7: Depressurize the tank

- When trailer is determined to be empty;
 - **Driver Will;** close all trailer valves – internal, belly and external
 - **Have Customer;** open customer bleed valve on their product line
 - **Have Customer;** close line valve into receiving tank
 - **Driver will;** shut off customer compressor air or disengage truck/compressor PTO (see part 8 on next page)
 - **Driver will; Bleed pressure from air inlet hose**
 - On top of Trailer - **Driver will;** Close air inlet valve on Christmas tree
 - Disconnect Air Hose
 - Open both valves on Christmas Tree to depressurize trailer
 - Watch pressure gauge as trailer reduces down to 5psi or less
 - Only with less than 5psi in the tank- Partially loosen the dome lid slowly at the hinge side to allow more pressure to escape
- Back on the Ground; continue to let pump run
- Open Pump Bypass Valve
- Confirm with receiver that their product receiving valve is closed
- Open bleeder valve on trailer product line slowly to make sure no pressure remains.
- Remove all product hoses, plug and stow for travel

Part 8: Disengage Pump PTO

- Get in tractor and reduce truck to idle
- Disengage the liquid Pump - PTO
 - Push in clutch pedal
 - Locate the PTO switch on dashboard or floor panel and flip the switch off
 - Release clutch pedal

⚠ Never stuff anything in the pump outlet or product hose

C: Unload using Hydropack driven liquid pump

Part 1: Engaging the hydropac driven pump

- Enter the tractor cab and depress clutch pedal to the floor
- Place transmission in 1st gear
- Locate and switch hydropac PTO to the on position
- Place transmission back into neutral
- Slowly release clutch
- Set cruise control according to the sticker located next to the PTO switch on the dash

On the curb side frame rail behind the sleeper locate the hydropac by pass valve and move lever to engage the liquid pump.

Part 2: Product unload using the Hydropack driven liquid pump

- Using cruise control in the cab of the tractor, set RPM's according to the dash sticker
 - Ventilate trailer
 - If trailer isn't equipped with a venting system go up top and open dome lids-prop open with a lid latch each compartment that's being unloaded.
 - If trailer is equipped with venting system remove 4" cap from vent tube on back of the trailer to allow it to breathe
 - **Failure to vent the trailer will cause serious damage to the unit**
 - Open appropriate internal compartment valve on trailer
 - Open external compartment valve on trailer
 - Open discharge valve on pump
 - Make sure customer valve is open and ready to accept load
 - Close bypass valve on pump



○ Company policy is always to remain within 25 feet of trailer valve during the unload process.

- When the pump goes quiet- most of the product has been emptied
- Let pump run another 1 to 2 minutes to allow residual product to drain down
- Put a 5-gallon bucket under compartment fitting
- Go up top and check that all product is out of the compartment
- Carefully remove product hose from trailer fitting with pump still running
- Roll hose starting at trailer toward tractor to empty out any residual product
- Continue to drain most recently emptied compartment if unloading multiple products by leaving internal and external valve open and bucket under it.
- Re open pump by pass
- Close pump discharge valve
- Work with customer to attach pump inlet hose to next compartment to be unloaded
- Double check customer has moved their end of the hose to a new tank
- Open pump discharge valve
- Close pump bypass valve
- Repeat process for other compartments

Part 3: Dis-engaging the hydropac driven liquid pump

- Place hydropac by pass valve in the neutral position (bypassed)
- Re enter the tractor cab and depress the clutch pedal to the floor
- Locate and switch Hydrapak PTO to the off position
- Release clutch pedal
- Never stuff a rag in the pump outlet

D: Unload using Customer liquid pump

Part 1: Engaging customer liquid pump

- Always make sure customer performs this function
- Ask customer what functions they want you to perform from below
- Open appropriate internal compartment valve on trailer



Vent Trailer

- If trailer isn't equipped with a venting system go up top and open dome lids-prop open with a lid latch each compartment that's being unloaded.
- If trailer is equipped with venting system remove 4" cap from vent tube on back of the trailer to allow it to breathe
- **Failure to vent the trailer will cause serious damage to the unit**
- Open external compartment valve on trailer
- Remain by trailer entire time unloading to monitor product flow in case of emergency.



- Company policy is always to remain within 25 feet of trailer during the unload process.

- Customer should let you know when it's time to switch compartments
- Ask customer when they want you to disconnect the product hose from compartment.
- Put a 5-gallon bucket under compartment fitting
- Go up top and check that all product is out of the compartment
- Carefully remove product hose from trailer fitting with pump still running
- Roll hose starting at trailer toward tractor to empty out any residual product
- **Unload using Customer liquid pump**
- **Part 1: Engaging customer liquid pump (cont.)**
- Continue to drain most recently emptied compartment if unloading multiple products by leaving internal and external valve open and bucket under it.
- Work with customer to attach pump inlet hose to next compartment to be unloaded
- Double check customer has moved their end of the hose to a new tank
- Repeat process for other compartments

Part 3: Dis-engaging a customer's liquid pump

- Always make sure customer performs this function

Section 10: Return Product Procedure

- Customer must sign the bills acknowledging a return of product and reason for it.
- Communicate to Operations before leaving customer
- Fill out a DTR for all time involved and get control #
- Seal numbers, time sealed, name of person sealing must be recorded on BOL.
- Inquire with dispatch where to drop the trailer.

Section 11: Check out Procedure

- Check that no spills were made
- Bill of lading to receiver.
- Have receiver inspect unload area and re-lock unload pipe.
- Have receiver sign customers bill of lading
- Place a copy of the shipper's bill for this load in the paperwork holder. This paperwork is now the "Prior Cargo Sheet"
- If detention is involved have receiver sign your Detention form.
- Carefully exit customer site

Section 12: Paperwork

A: Detention

- These forms are to manually verify time at a location
- One form for each occurrence of detention
- Detention is due to the driver after 1 hour from pickup time at shipper.
- Detention is due to the driver after 1 hour from delivery time at consignee.
- These forms are also used for time waiting during a "Truck ordered not used"
- Detention forms must be filled out completely and signed by a loader at the shipper and receiver at consignee.
- Before 12 noon the following business day, driver must request a control number from dispatcher specifying
 - Order number
 - Time/date arrived
 - Time/date departed
 - Reason for delay.
- Use Qualcomm macro 36 to request
- Control number issued by dispatch must be put on Detention form.
- Detention forms are sent in the same envelope as the bill of lading for the load.
- See a copy of a properly completed detention form in section 24.

B: Shipper Bill of Lading

- The shipper provides the Bill of lading.
- Certificate of Analysis goes with it
- Authorization to Unload (form V-42) must be inspected when load is picked up and verify trailer number, Customer name, and seals match.
- Authorization to Unload (form V-42) must be turned in for any deliveries that are unloaded.
- Failure to turn in a Authorization to Unload (form V-42) will result in non-payment of delivery.
- All Authorization to Unload (form V-42) must be signed by the receiver for each attempt to deliver.
- **ALWAYS FAX A COPY OF Authorization to Unload (form V-42) TO VENEZIA 610-495-5578**
- **ALWAYS PUT A COPY ON THE TRAILER**

C: Venezia Authorization to Unload (form V-42)

- Driver fills one out for each delivery
- **Receiver must sign before unloading any product**

D: Trip Pak Envelope

- One envelope for each trip (order number)
- Fill out all information on front of the envelope including control numbers.
- Put Bill of Lading and Detention form together in one envelope for the corresponding load.
- Include any receipts for on-road purchases with corresponding P.O # issued by Venezia.
- Include Log page for the day in last envelope along with paperwork.

Turn envelopes in daily to Trip-Pak boxes located at any Venezia terminal and most truck stops.

Section 13: Possible Liquid Safety Issues.



- **Finding Foreign Material in the load:** The first thing to do is stop unloading and call Venezia dispatch immediately and report what has been found. Venezia will notify customer and instruct driver what to do with foreign object and remainder of load.



- **Product fittings hoses and adapters:** All fittings, hoses and adapters are to be stored capped clean and in dry, clean area. Make certain that stowed hoses are securely mounted and strapped for travel. Make sure hose ends will not contact the ground and make sure the exhaust will not blow on the hose ends causing damage during emission system regen.

Section 13: Possible Liquid Safety Issues (cont.)



- **Shims:** It is Venezia company policy to prohibit the unauthorized use of “shims” to tighten a loose cam lock fitting. In the event a Venezia driver encounters a loose fitting that would prevent a successful liquid unload (with no spillage) the following procedures must be followed:

- Driver should call into Venezia dispatch to report the problem and provide any suggestions to resolve the situation.
- Venezia dispatch will notify customer of the problem and possible solutions.
- Customer will direct Venezia with the appropriate actions to be taken.
- Venezia dispatch will contact the driver with the next actions to be taken.
- If a “shim” is approved for use on a specific delivery, the Venezia driver must have the receiver sign the bill of lading with a note similar to “Shim OK” in addition to the standard receiving signature.



- **Spilling product:** Any product spills; Large or small must be immediately reported to Venezia Safety Department.

Section 13: Post Wash Trailer Prep Procedure

- After a trailer is washed or flushed, the trailer needs to be inspected
- Ensure trailer is reloadable in all respects
- Look for prior product residue, water and ice
- Open dome lids, caps, valves, and all pipe related items and re-secure for traveling.
- Anything out of the ordinary needs to be reported to dispatch
- Find prior contain paperwork and washout slip

Section 14: Trailer Seals

Loaded trailers are to remain sealed unless receiver breaks seal or instructs driver
To break seal

- Seals are located on all of the following.
 - Dome Lids
 - API heads
 - Product pipe caps
 - Vapor recovery caps
 - Any other miscellaneous entry points on trailer

Section 15: Tractor Post-Trip inspection

- Raise the hood and inspect the engine and ground for leaks
- Check all fluid levels (i.e.: oil, anti freeze, washer fluid)
- Check passenger side steer axle suspension; springs “U” bolts, front and rear spring hangers.
- Check tie rod ends and that nuts are secured and cotter pins are in place
- Check right side steer axle brakes shoes, drums, air lines, brake chamber, slack adjuster, and grease line

Section 15: Tractor Post-Trip inspection (cont.)

- Check right side steer tire for tread depth and side wall damage
- Check tires for proper inflation
- Check frame for cracks
- Check for signs of exhaust leaks
- Check for signs of loose bolts
- Check driver side suspension as was done on the passenger side.
- Check steering shaft for play,
- Check for loose u-joint connections (steering)
- Check drag link and that nuts are secured
- Check pitman arm and that nuts are secured
- Check tie rod ends and that nuts are secured
- Turn on lights and flashers, exit cab
- Check blower cap. It should be on capped and sealed
- Check air lines for cracks and glad hand rubbers
- Check fifth wheel perches, mounts and bolts
- Check forward axle air bags, spring, perch and hanger
- Check forward drive axle brake chambers shoes, drums and slack adjusters
- Check the same points on the rear drive axle
- Check lug nuts for rust streaks
- Check fuel tank straps
- Check bodywork for any damage from road debris or other vehicles
- Close and latch hood

Section 16: Post trip and unhook trailer

- Locate designated area for empty trailers
- **Get Out And Look!** If you are backing in and you don't know if you're able to clear an obstacle.
- Pull emergency brake buttons on tractor and trailer
- Unhook air lines
- Wind down the landing gear. Be sure to set the legs firmly on the ground. Pull the fifth wheel pin
- Get down and look at trailer suspension
- Front axle leaf springs
- Spring "U" bolts
- Spring hangers
- Torque arms
- Torque arm bushings
- Front axle brake shoes
- Front axle brake drums
- Kick tires (they should be hard and not bounce when hit)
- Check right side trailer wheel lug nuts for rust streaks
- Driver side hub oil level
- Look at driver side trailer spring equalizer

Section 16: Post trip and unhook trailer (cont.)

- Get down and check rear axle suspension
- Check: Springs
- “U” bolts
- Spring hangers
- Torque arms
- Torque arm bushings
- Rear axle brakes
- Rear axle brake Drums
- Note position of slack adjusters (brakes should be released)
- Check rear frame for cracks
- Walk around front of tractor and check all lights and signals
- Check for any damage to tank you didn’t notice on pre-trip
- Unhook light cord from trailer
- Release tractor emergency brakes
- Pull slowly away from trailer watching in mirror that trailer comes off tractor.
- Report any deficiencies from above immediately to maintenance and operations.

Section 17: Reporting Equipment for Repairs

- Do not call the shop directly
- Send a VCR Defect macro- see section 22 Qualcom instructions.
- Upon arrival back to terminal go to the shop and fill out a vehicle defect report. See example in section 26.

Take one copy of the vehicle defect report for your records.

Section 18: Qualcomm instructions

- Arrived at Shipper
 - Messages -> Compose Tab
 - Select Macro 4 “Arrived at Shipper”
 - Type in Venezia order number
 - Press “Send”

- Loaded Call
 - Messages -> Compose Tab
 - Select Macro 5 “Loaded Call”
 - Type in Venezia Order number
 - Type in Net Weight of load
 - Type in BOL number
 - Type in Trailer number
 - Press “Send”

- Arrive at Consignee
 - Messages -> Compose Tab
 - Select Macro 6 “Arrive at Consignee”
 - Type in Venezia Order number
 - Press “Send”

- Empty Call
 - Messages -> Compose Tab
 - Select Macro 7 “Empty Call”
 - Type in Venezia Order number
 - Type in Y or N for Unload
 - Type in Drop trailer (only if dropping trailer)
 - Type in Pick trailer or Current
 - Press “Send”

- Arrived at Extra Stop
 - Messages -> Compose Tab
 - Select Macro 8 “Arrived at Additional Stop”
 - Type in Venezia order number
 - Press “Send”

- Unload at Extra Stop
 - Messages -> Compose Tab
 - Select Macro 9 “Arrive at Extra Stop”
 - Type in Venezia order number
 - Press “Send”

Section 18: Qualcomm instructions cont.

- Hook Call (for picking up a trailer at any yard)

- Messages -> Compose Tab
- Select Macro 12 “Hook”
- Type in Venezia Order number
- Type in Trailer number
- Press “Send”
- Directions/ customer info
 - Messages -> Compose Tab
 - Select Macro 14 “Customer Info Request”
 - Type in company ID (First 3 letters of company name and first 3 letters of city name).
 - Press “Send”
- Preplan Commitment
 - Messages -> Compose Tab
 - Select Macro 2 “Preplan Commit”
 - Type in Y for Yes and N for No
 - Type in Venezia order number
 - Press “Send”
- Park- Drop loaded Trailer
 - Messages -> Compose Tab
 - Select Macro 11 “Drop Trailer”
 - Type in Venezia order number
 - Type in drop trailer
 - Type in pick up trailer
 - Press “Send”
- Breakdown/Trouble message
 - Messages -> Compose Tab
 - Select Macro 18 “Breakdown/Trouble”
 - Type in Tractor/Trailer
 - Need help: Y or N
 - Type in Location with Directions
 - If delivering-will be late Y or N
 - Press “Send”
- Accident
 - Messages -> Compose Tab
 - Select Macro 19 “Accident”
 - Answer all questions Y or N
 - Press “Send”

Section 18: Qualcomm instructions cont.

- Emergency Message
 - Messages -> Compose Tab

- Select Macro 23 “Emergency Message”
- Type in message
- Press “Send”
- Decline Trip
 - Messages -> Compose Tab
 - Select Macro 20 “Decline Trip” ←
 - Type in order #
 - Press “Send”
 -
- Load Request
 - Messages -> Compose Tab
 - Select Macro 30 “Load Assignment Request”
- Comments (To communicate privately with VP or Ops or Payroll)
 - Messages -> Compose Tab
 - Select Macro 31 “Suggestion or Comment”
- Liquid trailer inspection
 - Messages -> Compose Tab
 - Select Macro 34 “Monthly MC331 Delivery Systems”
 - Follow steps in Qualcomm
- Tractor and trailer defects
 - Messages -> Compose Tab
 - Select Macro 35 “VCR/Defect Macro
 - Follow steps in Qualcomm

This function serves as a “refusal of dispatch” and disciplinary action may follow.

Section 19: Dispatch

- By phone
 - From Sunday at 5:00PM to Friday at 5:00 PM we have someone in the office 24 hrs/day answering the phones.
 - Saturday live phone coverage hours from 8:00AM to 11:00AM
 - Call 1-800-635-2083
 - Liquid dispatch Ext.241
 - Liquid dispatch Ext 285

Section 19: Dispatch (cont.)

- Call between 12 noon and 4:30 PM the day prior
- Make sure when you call you get:
 - Tractor you’re using

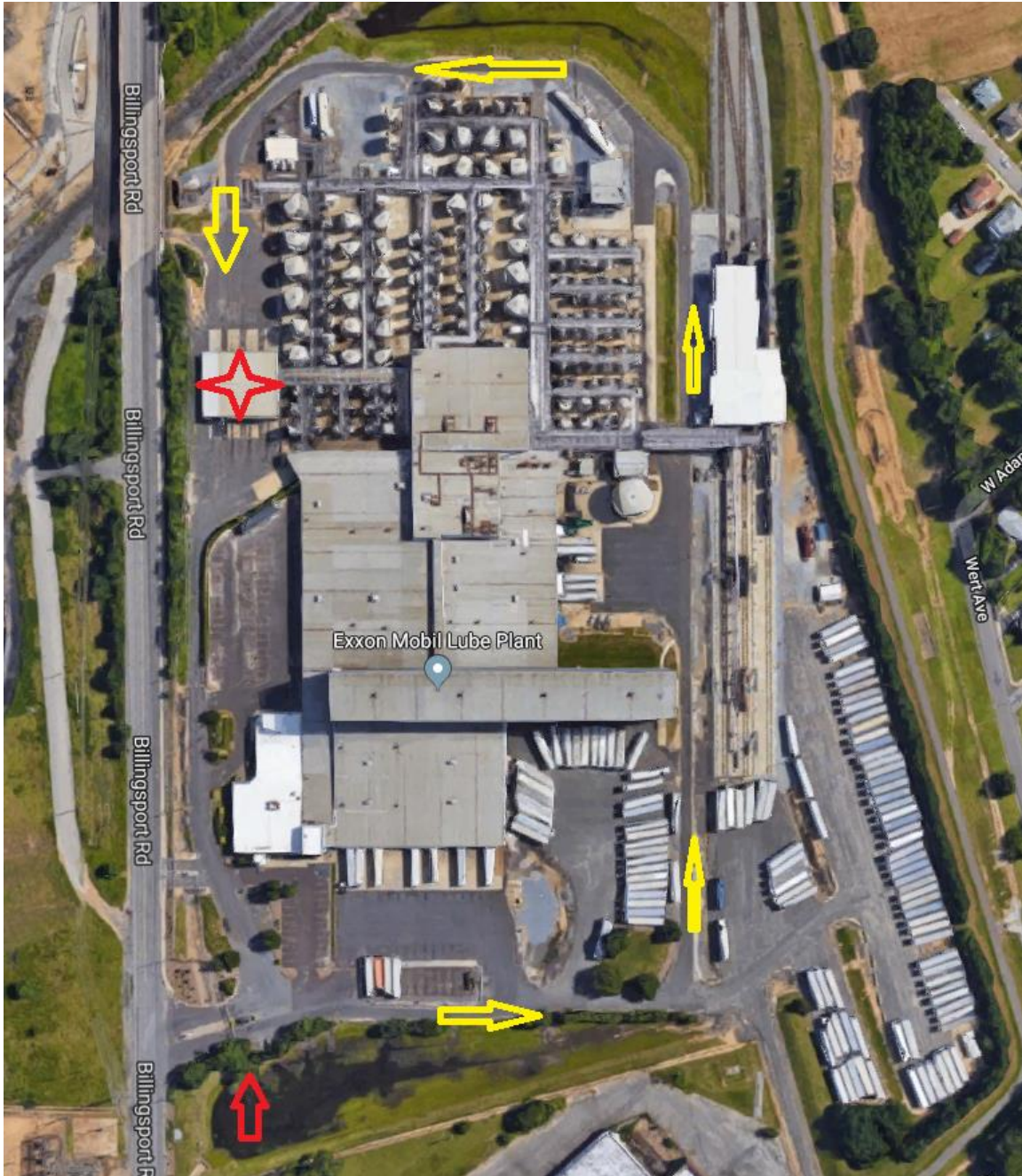
- Trailer you're using
 - Where trailer is located
 - How the trailer is to be prepped
 - Where to drop the trailer you have
 - Pickup time
 - Pickup location
 - Delivery time
 - Delivery location
 - Product you are delivering
 - Any special delivery instructions
- By Qualcomm
 - Corporate monitors Qualcomm messages from trucks at 5:00PM Sunday to 5:00PM Friday.
 - Saturday Qualcomm monitoring 8:00AM to 11:00 AM.
 - Load assignments and pre-plans generally get sent the day prior.
 - Load changes will occur via Qualcomm
 - Assignment includes all load information
 - Venezia pays per message and per character on Qualcomm so please abbreviate and avoid un-necessary messages.
 - Dispatch can see if a driver reads their dispatch
 - Driver is expected to call dispatch if any questions regarding assignment.
- If something goes wrong call dispatch immediately.
 - Allow dispatch to take responsibility for decisions made

Section 20: Breakdown

- Qualcomm a "Breakdown/Trouble message"(see section 22)
- Do not call terminal location mechanic directly
- Call Venezia 1-800-635-2083 and talk to road breakdown person
- Breakdown person will ask questions in an effort to diagnose the problem.
- Sometimes the driver will be asked to perform small tasks in an effort to get him/her back on the road sooner.
- Road service may be called out if unit cannot be moved safely.
- Breakdown may send driver to a terminal or an outside shop for repairs.
- When repairs complete driver is to request a control # from dispatcher for all time over an hour broken down.
- Place control # on Trip-Pak envelope.
 - Note: Driver has to log breakdown time and 10 hour breaks are not paid.
 - Note: Automatic 1 hour not given if a re-occurring problem

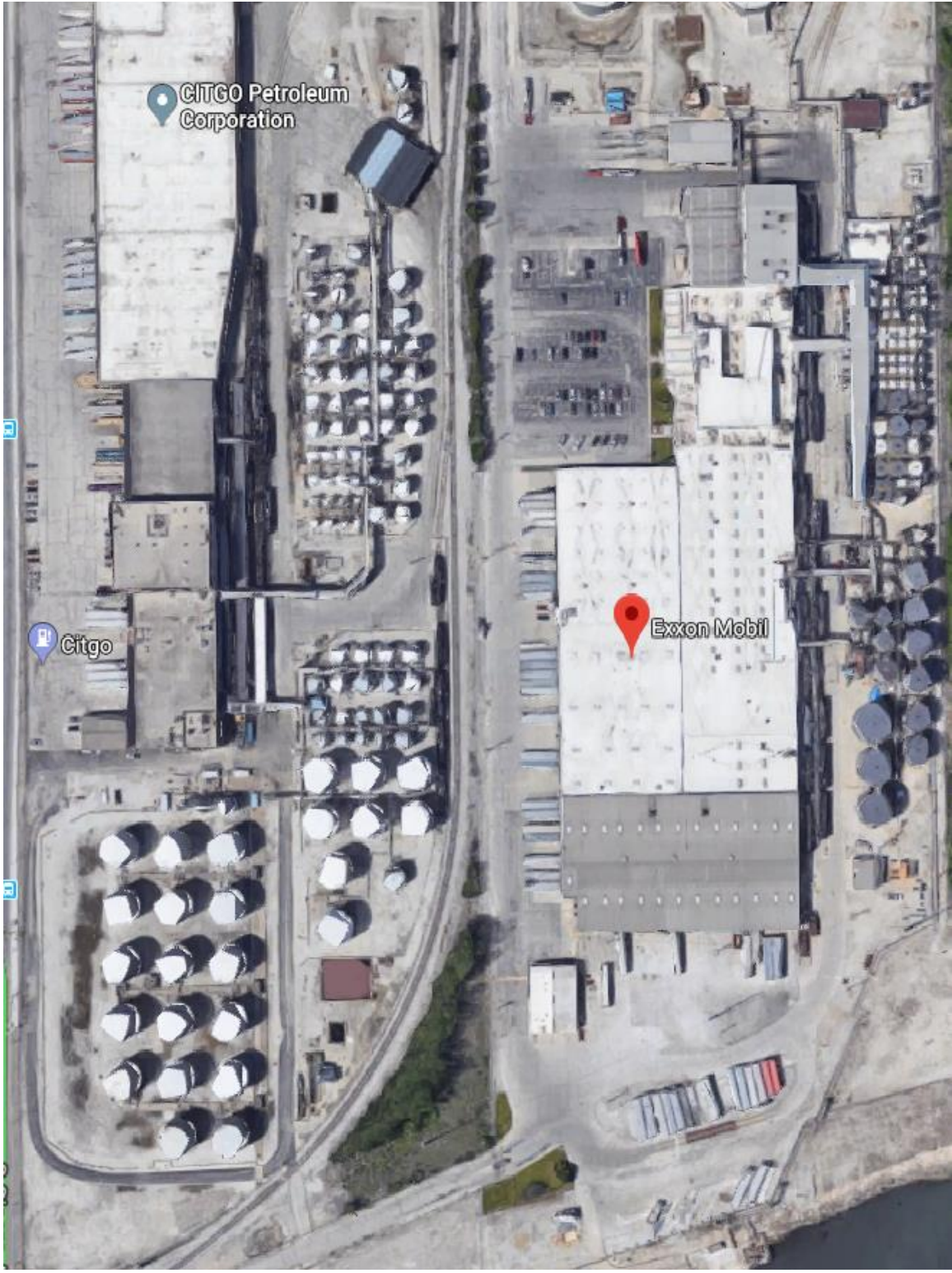
Section 21; Sipper Locations

Google Earth; Exxon Mobil Paulsboro NJ



Red Arrow = Guard Shack
Follow Yellow Arrows around perimeter of plant to the Loading Rack.
Red Star = Rack

Google Earth View Exxon Mobil Lube Plant; Cicero IL



Google Earth View of Shell; Newell, WV



Section 22: Trailer Illustration

Trailer types:



DOT 406 OR MC 306



DOT 407 or MC 307



DOT 407 or MC 307 Insulated

Section 22: Properly completed Defect write-up slip at Venezia Terminal.

DRIVER'S INSPECTION REPORT

White - Maintenance
Canary - Driver Review

5616951

COMPLETION OF THIS REPORT REQUIRED BY FEDERAL LAW, 49 CFR 396.11 & 396.13.

Truck or Tractor No. 1045 Mileage (No Tenths) 131610117 Trailer No. _____

Dolly No. _____ Trailer No. _____ Location LIMERICK YARD

ATA/MFRS System Code Numbers for Shop Use Only CHECK DEFECTS ONLY. Explain under REMARKS.

POWER UNIT		
GENERAL CONDITION <input type="checkbox"/> 02 Cab/Doors/Windows <input type="checkbox"/> 02 Body/Doors <input type="checkbox"/> Oil Leak <input type="checkbox"/> Grease Leak <input type="checkbox"/> 42 Coolant Leak <input type="checkbox"/> 44 Fuel Leak <input type="checkbox"/> Other _____ <small>(IDENTIFY)</small>	IN-CAB <input type="checkbox"/> 03 Gauges/Warning Indicators <input checked="" type="checkbox"/> 02 Windshield Wipers/Washers <input type="checkbox"/> 54 Horns <input type="checkbox"/> 01 Heater/Defroster <input type="checkbox"/> 02 Mirrors <input type="checkbox"/> 15 Steering <input checked="" type="checkbox"/> 23 Clutch <input type="checkbox"/> 13 Service Brakes <input type="checkbox"/> 13 Parking Brake <input type="checkbox"/> 13 Emergency Brakes <input type="checkbox"/> 53 Triangles <input type="checkbox"/> 53 Fire Extinguisher <input type="checkbox"/> 53 Other Safety Equipment <input type="checkbox"/> 34 Spare Fuses <input type="checkbox"/> 02 Seat Belts <input type="checkbox"/> Other _____ <small>(IDENTIFY)</small>	EXTERIOR <input type="checkbox"/> 34 Lights <input type="checkbox"/> 34 Reflectors <input type="checkbox"/> 16 Suspension <input type="checkbox"/> 17 Tires <input type="checkbox"/> 18 Wheels/Rims/Lugs <input checked="" type="checkbox"/> 32 Battery <input type="checkbox"/> 43 Exhaust <input checked="" type="checkbox"/> 13 Brakes <input type="checkbox"/> 13 Air Lines <input type="checkbox"/> 34 Light Line <input type="checkbox"/> 49 Fifth Wheel <input type="checkbox"/> 49 Other Coupling <input type="checkbox"/> 71 Tie-Downs <input type="checkbox"/> 14 Rear-End Protection <input type="checkbox"/> Other _____ <small>(IDENTIFY)</small>
<input type="checkbox"/> NO DEFECTS		
TOWED UNIT(S)		
<input type="checkbox"/> 71 Body/Doors <input type="checkbox"/> 71 Tie-Downs <input type="checkbox"/> 34 Lights <input type="checkbox"/> 34 Reflectors <input type="checkbox"/> 16 Suspension <input type="checkbox"/> 17 Tires <input type="checkbox"/> 18 Wheels/Rims/Lugs <input type="checkbox"/> 13 Brakes <input type="checkbox"/> 77 Landing Gear <input type="checkbox"/> 59 King Pin/Upper Plate <input type="checkbox"/> 59 Fifth-Wheel (Dolly) <input type="checkbox"/> 59 Other Coupling Devices <input type="checkbox"/> 79 Rear End Protection <input type="checkbox"/> Other _____ <small>(IDENTIFY)</small>		
<input checked="" type="checkbox"/> NO DEFECTS		
REMARKS: <u>ADJUST Clutch check BATTERIES for charge</u> <u>Wiper Blades are cracked, Brakes squeaking</u> <u>on right front axle.</u>		
REPORTING DRIVER: Name <u>JDE Driver</u> Date <u>5/6/08</u> Emp. No. _____	MAINTENANCE ACTION: Repairs Made <input type="checkbox"/> No Repairs Needed <input type="checkbox"/> R.O.#S _____ Certified By: _____ Location: _____	
REVIEWING DRIVER: Name _____ Date _____ Emp. No. _____	SHOP REMARKS: _____	

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Section 23: Properly completed Detention Form (DTR)

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DATE 1-20-08

ORDER NUMBER 707059
 DRIVER'S NAME Dennis Jensen
 BILL OF LADING # 343806
 SHIPPER Horizon
 ORIGIN Culpeper VA
 RECEIVER AutoRolls
 DESTINATION Baltimore MD
 TRACTOR # 993
 TRAILER # 17323
 Control # 2558730 .5 hrs

DETENTION FORM

SCHEDULED TIME 1100-1300
 ARRIVAL NOTIFICATION 1159
 STARTED UNLOADING 1240
 LOADING _____
 COMPLETED UNLOADING 1350
 LOADING _____
 RELEASED TIME 1350

TIME VERIFIED BY Quilcom Customer Signature

REASON FOR DELAY Had to wait on Receiver

DRIVER'S SIGNATURE Dennis Jensen

Form V-17

Section 25: Summary of Liquid Safety Policies and Procedures

LIQUID SAFETY

If turbine prep is required, pump and hoses must be flushed and ends of hoses Bagged. In most cases a wash certificate for the prep must be presented when loading.

LIQUID SAFETY

Tractor headlights always on

LIQUID SAFETY

No smoking

LIQUID SAFETY

No Cell phone use while on shipper or receiver property

LIQUID SAFETY

Check that all numbers on paperwork match the trailer.

LIQUID SAFETY

Inspect product (loading) hose for foreign material/ attach product hose to fill pipe on tank. Use orange straps on all cam locks

LIQUID SAFETY

Put away all hoses-never leave uncapped.

LIQUID SAFETY

Tractor headlights remain on during transport

LIQUID SAFETY

Receiver must sign a Venezia Bill of Lading **before** unloading

LIQUID SAFETY

Finding Foreign Material in the load: The first thing to do is stop unloading and call Venezia dispatch immediately and report what has been found. Venezia will notify customer and instruct driver what to do with foreign object and remainder of load.

LIQUID SAFETY

Product fittings and adapters: All fittings and adapters are to be **stored capped clean and in dry, clean area.**

LIQUID SAFETY

Spilling product: Any product spills; Large or small must be immediately reported to Venezia Safety Department.

LIQUID SAFETY

Loaded trailers are to remain sealed unless receiver breaks seal or instructs driver



Training checklist for Loading Completed by the Trainer

Yes/No

- _____ Conducted proper **pre-trip inspection** of tractor/trailer (Sections 1 and 2)
- _____ Performed thorough **trailer preparation** and understands types and paperwork required to load (Section 4)
- _____ Performed correct **procedures at shipper** (Section 5)
- _____ Performed Correct **Policies at shipper for loading** (Section 23)
- _____ Successfully loaded a **Single** compartment trailer
- _____ Successfully loaded a **Multi** compartment trailer
- _____ Understands Venezia **Liquid safety policies** (Sections 17, 33)
- _____ Successfully operated **Qualcom** (Section 23)
- _____ Understands to contact **dispatch** IMMEDIATELY if any issues with above (Section 24)

Comments:

Evaluator's name/ Signature

Date

Trainee's name/ Signature

Date



Training checklist for Unloading Completed by the Trainer

Yes/No

- _____ Safely and timely transports product from **shipper to consignee** (Section 6)
- _____ Demonstrated **“Check in” procedures** at consignee (Section 8)
- _____ Understands Venezia **Liquid safety policies**
- _____ Has operated a **liquid pump to unload**
- _____ Has operated a **compressor to unload**
- _____ Demonstrated **unloading and drain down procedures** (Sections 8 part 3)
- _____ Successfully **unloaded from a Single compartment trailer**
- _____ Successfully **unloaded from a multiple compartment trailer**
- _____ Demonstrated **shutdown procedure** (Sections 8 part 4)
- _____ Demonstrated **“Check out” procedures** at consignee (Section 10)
- _____ Successfully operated **Quallcom** (Section 18)
- _____ Properly completed all **paperwork**. I.E: BOL, Refinery specific paperwork, Venezia BOL, Detention Form and Trip Pak (Section 11-part A)
- _____ Conducted proper **post- trip inspection** of tractor and trailer (Sections 15 and 16)
- _____ Understands to contact **dispatch** IMMEDIATELY if any issues with above (Section 19)

Comments:

Evaluator’s name/ Signature

Date

Trainee’s name/ Signature

Date



Acknowledgment – Venezia Liquid Tank Lines Policy and Procedure

I have received a copy of the Venezia liquid Tank Lines Policies and Procedure Manual outlining the responsibilities of the driver and the responsibility of Venezia. I have read the information and I understand its contents.

I agree to comply with the guidelines, policies and procedures of Venezia.

Driver Printed Name

Driver Signature

Date