

## BP OIL -- TOLEDO REFINERY

	<b>BP-Husky Security Personnel</b>	<b>Reference No.:</b> SEC-007
<b>Effective Date:</b> June 1, 2014	Truck Loading/Unloading Procedure	<b>Revision No.:</b> 0
<b>Owner:</b> Joe Hench	<b>Authorized By:</b> Joe Hench (signature on file)	<b>Page</b> 1 of 3

<b>SCOPE</b>	This procedure describes the necessary process of delivery trucks loading finished product and trucks unloading chemicals for the refining process within the BP-Husky Refinery.
<b>HEALTH</b> Special PPE & Special Hazards	All truck drivers shall have a valid Commercial Driver's License with a HAZMAT endorsement. MSDS sheets are available upon request.
<b>SAFETY</b>	Safety Glasses w/ Side Shields, Hardhat, Safety Shoes, Fire Retardant Clothing, gloves, and H2S Monitor (When loading/unloading hydrocarbon products)
<b>REFERENCE DOCUMENTS</b>	
<b>SPECIAL MATERIALS &amp; EQUIPMENT</b>	N/A
<b>QUALITY</b>	N/A
<b>ENVIRONMENTAL</b>	Do not allow any product to spill to the ground or the sewer.

## OVERVIEW

- 1.0 Definitions
- \_\_1.1 Bill of Lading - is a document issued by the truck driver's company which details the product and gives title of that product to the specified party.
  - \_\_1.2 HAZMAT - Acronym for Hazardous materials.
- 2.0 Requirements prior to loading and unloading.
- \_\_2.1 All truck drivers picking up product (Decanted Oil, Asphalt, Sulfur, Propane, and Propylene) MUST have a valid CDL (Commercial Driver's License) with a HAZMAT endorsement. Any driver not having this will not be allowed to load at the refinery. To identify the HAZMAT endorsement, it will have the letter "H" on the license.
  - \_\_2.2 All trucks picking up products MUST be properly placarded BEFORE they are allowed to enter the Refinery to load (Decanted Oil #3256 (including a "HOT" placard); Sulfur #2448; Propane/Propylene #1075).
  - \_\_2.3 All chemical/product deliveries must have a Bill of Lading (BOL) with the load. If they do not have a BOL, contact Ron Johnston (6053) and follow his instructions. Off-shift, weekends, or holidays contact the refinery coordinator at 6078 or radio channel 1.
  - \_\_2.4 The drivers of all chemical/product deliveries MUST either have or be issued an H2S monitor. Security will issue the monitor to the truck driver upon arrival at the main gate. The driver should be instructed to wear the monitor at all times while inside the refinery. The monitor is to be worn on the outside layer of clothing on the upper portion of the body near the breathing area.
- 3.0 Trucks Entering Refinery
- \_\_3.1 Ensure the driver has a valid CDL with HAZMAT endorsement.
  - \_\_3.2 Ensure the driver's safety training is current and valid.
  - \_\_3.3 Provide the driver with the "Loading/Unloading Checklist"
  - \_\_3.4 Instruct the driver to fill out the "Loading/Unloading site (driver)" and "scale (driver)" sections that are in the middle of the checklist.
  - \_\_3.5 Instruct the driver that the checklist must be returned to security upon exiting the refinery.

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NOTE: This checklist is in addition to the "BP Toledo Refinery Decanted Oil Truck Loading Rack checklist."

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4.0 Loading/Unloading Checklist

- \_\_4.1 Security will fill out the heading of the checklist.
- \_\_4.2 Security will fill out the Main Gate section.
- \_\_4.3 Driver will fill out the loading/unloading site section.
- \_\_4.4 Driver will fill out the scale section.
- \_\_4.5 Security will fill out the Main Gate section near the bottom.
- \_\_4.6 Driver and Security will sign the bottom of the form.
- \_\_4.7 Any abnormal information needs to be added in the notes section.

5.0 Trucks exiting Refinery

- \_\_5.1 Ensure driver has filled out the loading/unloading checklist completely.
- \_\_5.2 Ensure the driver has signed the checklist.
- \_\_5.3 Attach the loading/unloading checklist to the BOL.
- \_\_5.4 Ensure the loading/unloading checklist along with the BOL is provided to the proper BP employee for processing.

**Revision history**

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The following information documents at least the last 3 changes to this document, with all the changes listed for the last 6 months.

Date	Revised By	Changes

**THIS IS THE LAST PAGE**