

TESORO TRUCK FACILITIES OPERATING AND SAFETY PROCEDURES¹

Introduction

Tesoro is concerned about you and your safety. We have developed guidelines and procedures to ensure your safety and protect the environment.

All drivers need to familiarize themselves with our safety precautions and loading/unloading requirements. Drivers are required to qualify before they are allowed to load/unload. After qualifying to load/unload, the driver is always subject to periodic review by Tesoro personnel.

Smoking is allowed only in clearly designated areas at Facilities.

No illegal or illicit items or substances are allowed in Facilities, including drugs, alcohol, explosives, and weapons.

Drivers are not authorized to enter any area of the Facilities outside of the truck loading/unloading rack and the Facilities office. Drivers are not authorized to operate any equipment outside the truck loading/unloading rack.

Understanding and observing these rules and all of the procedures below is a condition of being able to load/unload at Facilities. Tesoro reserves the right to suspend loading/unloading privileges at any time for procedural or safety violations.

Driver Personal Protective Equipment (PPE)

Tesoro has established required personal protective equipment to protect all drivers who load/unload at Facilities. Required attire includes:

- Sleeved shirts
- Long pants
- Oil-resistant and slip-resistant, steel-toe work boots or shoes; In locations where snow and ice accumulates, snow and ice traction cleats are required
- Oil and chemical resistant gloves
- Insulated rubber gloves if loading asphalt
- Hard hat (ANSI Z89.1 approved) – Class C hard hats (conductive shell), bump caps and cowboy style hard hats are prohibited
- Safety glasses with side shields or safety goggles (ANSI Z87.1 approved)
- Fire retardant clothing (FRC), such as NOMEX[®] or fire retardant cottons must be worn as the outermost layer of clothing and must cover the full body, with the exception of the hands, feet, and head. FRC should cover the arms and wrists, shoulders, torso and legs to the ankles. Insulated FRC pants or coveralls may also be worn. If additional clothing is needed during cold or wet weather, outer jackets or rain gear must be flame resistant.

Unacceptable attire includes:

- Shorts
- Tank tops
- Canvas or cloth shoes
- Clothing or jackets made of polyester, rayon, or nylon

SDS Information

A Safety Data Sheet (SDS) has been prepared for each product. An SDS gives details about the

¹ These Operating and Safety Procedures provided herein are subject to change at any time by Tesoro, including the addition of Facilities/location-specific requirements which may be required from time to time.

physical and health hazards of the product. It also gives physical properties, exposure limits, and regulatory information. SDS sheets are available at the individual Facilities and on Tesoro's SharePoint site.

Driver Certification

The remainder of this section details Tesoro's driver certification program, and the requirements for being certified to load/unload at a Tesoro facility.

- Complete the Driver Orientation provided by Tesoro personnel.
- Accompany Tesoro personnel on a walk-through of the loading/unloading facility to review the location and use of all safety equipment, specific loading/unloading rack features, emergency shutdown system, and the Facilities emergency evacuation procedures.
- After completing the certification review tour and becoming familiar with the Facilities specifics, the driver and Facilities operator shall sign a [Loading Rack Certification Review Form](#). This form certifies that each driver has been instructed on, understands, and agrees to abide by all of the terms on the form. When completed, the form shall be retained on file by Facilities personnel and a driver loading card shall be issued.

Truck/Trailer Requirements for Loading/Unloading

It is the carrier and driver's responsibility to ensure that every truck admitted to Facilities meets certain requirements.

At a minimum these include:

- Must meet all federal, state, and local requirements.
- Must have a proper working grounding control system compatible with Tesoro's Scully grounding/overflow system.
- Must have no vapor leaks.
- Must have proper placards on the trailer for the products to be loaded.
- Once per year, must provide vapor tightness test documentation for Tesoro's records.

Pre-Entry to Loading/Unloading Rack Requirements

Everyone using Tesoro's loading/unloading rack must adhere to the following safe work practices and procedures to prevent serious injuries, fires/explosions, and property damage associated with a loading/unloading rack emergency.

- If unsure of any step of the loading/unloading procedure, STOP and contact a Tesoro employee.
- No unauthorized persons are allowed in Facilities or the loading/unloading area.
- Comply with all posted speed limit signs.
- Do not tailgate in order to enter a Tesoro facility. Each driver must use his/her own card to open the entrance gate.
- Prior to entering the loading/unloading rack, come to a complete stop.
- Apply the parking brake and turn off the engine.
- Perform a walk-around inspection of the truck/trailer to ensure all equipment is safe and in proper working order:
 - No hot brakes
 - No bald or flat tires
 - No broken springs
 - No leaks
 - No other malfunctions
- Do not drive into the rack loading/unloading area with hot brakes or if something is malfunctioning. Hot brakes are a source of sparks and could ignite gasoline vapors.

- Do not approach or enter the loading/unloading rack area if the vehicle is emitting any flame or sparks from the exhaust system.
 - Examine the rack area to ensure the loading/unloading bay is clear of any obstructions and that no loading arms, hoses, or cables could be damaged upon entering.
 - Do not enter if there are any visible leaks or spilled products. Never drive into vapors or across a spill. Report any leaks or spills to Facilities personnel immediately.
 - Never enter a loading/unloading rack that has been barricaded or coned off.
 - Pull SLOWLY into loading/unloading position.
 - **Turn off** all electrical accessories to avoid producing a spark:
 - Windshield wipers
 - Lights
 - Heater
 - AM/FM Radios
 - CBs
 - Cellular phones and pagers
 -
 - DO NOT BACK VEHICLE under rack. (A minor adjustment is allowed, prior to making any connections to the trailer.)
- Note:** Any Facilities that allow backing due to its loading/unloading rack configuration shall provide specific instructions for this procedure during the certification process.

Preparing to Load/Unload

When in loading/unloading position:

- Set the brakes.
- Shut off the engine and verify that all truck electrical equipment and personal electronic equipment has been shut off.
- Dismount from the cab in a safe manner using three points of contact.
- Close all doors on the vehicle. All doors are to remain closed throughout the loading/unloading process, until the truck is ready to move from under the loading/unloading rack.
- No one is to remain in the truck while under the loading/unloading rack.
- While loading/unloading, DO NOT leave the truck under the loading/unloading rack unattended.
- Stay by the meters throughout the entire loading/unloading process. It is the driver's responsibility to monitor the meter throughout the entire loading/unloading process.
- Do not perform any maintenance or repair work on any vehicle while at the rack.
- Never boost or jumpstart a vehicle in the loading/unloading area. Disabled vehicles shall be towed from the loading/unloading area before any work is performed.

Connecting the Truck

The following is the procedure for connecting a truck.

- To reduce the danger of static electricity, always ground the vehicle before connecting the vapor hose and loading arm. Connect the Scully grounding cable. The grounding cable must always be the first piece of equipment connected and the last piece of equipment disconnected upon completion of loading/unloading.
- Ensure that the green light indicating proper connection of the Scully Overfill protection system is properly illuminated. Reconnect the Scully Overfill protection cable if the light is not illuminated.
- Report any Scully Overfill protection problems to Tesoro personnel.
- Bypassing the Scully Overfill protection system is strictly prohibited.
- After successfully grounding, connect the vapor recovery hose.
- Completely close both cam-lock ears on the hose. A vapor tight connection is required.
- Connect the appropriate loading arms.

- For unloading only – ensure trailer is properly vented.
- **Caution:** POTENTIAL FOR HAND INJURY
If loading arm has pressure, wrapping fingers or thumb around the actuating lever can cause serious injury if the valve “pops” open. Avoid allowing any part of the hand in the pinch point.
- **Caution:** Do not use the handle to force the loading head collar as this could damage the equipment.

Card Reader, as applicable

- Cards are assigned to individual drivers. A driver shall not loan his/her card to another driver, or borrow another driver’s card. Any driver caught loaning or borrowing a card shall be prohibited from loading/unloading at all Facilities.
- Drivers shall follow local instructions for ‘carding in’ at the loading/unloading rack as trained.
- The driver card remains the property of Tesoro and shall be surrendered at the request of an authorized Tesoro representative.

Meter Operation

The following is the procedure for operating the meter.

- Set presets for the proper amount to be loaded for each compartment.
- **Note:** Be sure to check the capacities of each compartment to be loaded before setting the amount on the meter. The pre-set amount must never be set to an amount greater than the legal/safe fill capacity of the compartment being filled. To do so could result in a spill/fire or damage to the tank vessel.
- If driver experiences any mechanical problems on the rack, please inform Facilities personnel immediately. Do not attempt to fix the problem yourself.
- Monitor meter closely during the loading/unloading process. Be prepared to push emergency stop button in case of emergency. Verify there are no leaks.
- **Note:** Distractions such as eating, drinking, reading and writing are not permitted during the loading/unloading process.

Compartment Overfilling and Draining

If a compartment is over-filled, the Scully Overfill protection system will not permit further loading/unloading. After notifying Facilities personnel, use a metal bucket with a ground strap to drain product as needed and dispose of it in accordance with local operating procedures. No petroleum or alcohol product shall be dumped into any loading/unloading rack drain system. An alternate containment option (drum, tote, or tank) shall be used to collect retained or drained product.

Disconnecting the Truck

The following is the procedure for disconnecting the truck.

- Ensure all internal valves are closed.
- Disconnect and stow loading arms.
- For unloading trailers only – ensure vents are properly closed.
- Disconnect vapor recovery hose (secure vapor hose to its holder on the rack, being sure to close both cam-lock ears.)
- Disconnect the Scully grounding/overfill cable.
- Remove loading card from card reader.
- Walk around the truck, inspecting for any signs of leakage.

- MAKE SURE ALL THE LOADING ARMS, VAPOR HOSE, AND SCULLY CABLE ARE DISCONNECTED BEFORE PULLING AWAY FROM THE LOADING/UNLOADING RACK.
- Move truck from the loading/unloading rack to designated parking area.
- Set parking brakes and shut off engine.

Bill of Lading

After loading/unloading is completed and the driver card has been removed, the bill of lading (BOL) will automatically print.

- Retrieve the BOL per Facilities procedures.
- Verify grades and quantities of product are correct.
- Check the BOL to verify customer's names and address.
- If any discrepancies are found, report them to Tesoro personnel before leaving the Facilities.
- If correct, sign BOL in appropriate area.
- Do not leave Facilities without BOL
- Leave designated copies for Facilities personnel according to local guidelines.

Emergencies

Spills and Injuries

All injuries or spills shall be reported to Tesoro personnel immediately no matter how minor, before moving the truck from the loading/unloading area.

- If a release of product does occur, regardless of the amount, it shall be cleaned up immediately.
- If a drip, leak, or any minor release of product is observed, immediately stop the flow of product. Assess the situation and notify a Tesoro representative to help determine and/or correct the situation. Collected product shall be disposed of in accordance with local operating procedures. The site-specific instructions shall be given during the certification process. Contact Tesoro personnel to assess the release before resuming the loading/unloading process. Do not move the vehicle until authorized to do so.
- In the event of a serious release (spill or leak), activate the EMERGENCY SHUTDOWN SYSTEM. As this process may be different at each location, the proper procedure shall be shown during the certification process. Do not start or move the vehicle. Evacuate the immediate area and call Tesoro personnel for assistance. Tesoro shall direct clean up. This may involve the responsible carrier's response crew. For incidents caused by the driver, the carrier is responsible for its response and legal disposal of all absorbent materials used.
- Immediately report all accidents, personal injuries, property damage incidents, spills, release of product, mis-blends, and off-spec product to Tesoro personnel. If no Tesoro personnel are on-site, report the incident to the on-call operator using the after-hour numbers posted at the Facilities. The numbers shall be identified during the certification process. Report the following information:
 - Date and time of the injury or spill
 - Person(s) involved
 - Brief description of the accident and the resulting injury or spill

Fire

In the event of a fire:

- Activate the closest Emergency Shutdown Device at the loading/unloading rack
- Activate fire alarm if available
- Call 911
- Use the nearest firefighting equipment as appropriate, if trained to do so

- Report to muster point identified during the certification process

After performing these five steps, wait at the muster point. Tesoro personnel shall be in charge at the loading/unloading rack and will control the situation. If Tesoro personnel are not available, wait at the muster point for emergency personnel to arrive. **Maintaining your personal safety is the highest priority.**

Decontamination

Avoiding contact with petroleum products is the best protection.

If you get a petroleum product in your eyes, immediately flush them using the eyewash fountain or eyewash bottle and then seek medical attention. Drivers should be aware of the location of the eyewash equipment at Facilities in which they load/unload.

If you get splashed with a petroleum product, remove any contaminated clothing and wash any affected skin surfaces with soap and cool water as soon as possible. Clothes that have been soaked in petroleum products are flammable even though they may appear dry. Do not leave contaminated clothes indoors. Do not use contaminated clothing or shoes until they have been properly cleaned. It is recommended to have a change of clothing available.

Loading Rack Certification Review Form

This review process is conducted to ensure the new driver being issued an access device knows and understands the operational and safety procedures for individual locations. This form must be completed by a Facilities employee for each driver that is issued a card at their location. Certified for Loading_____ Unloading_____

-
- Approach to loading area and/or unloading area**
- Explain facility entry process
 - Locate restrooms
 - List all equipment that must be turned off before entering load/unload rack
 - List what must be checked during truck walk-around process (include shutting off engine prior to exiting cab of truck)
 - Explain cell phone usage policy (driver use of cell phones in rack area is prohibited)
 - Explain what to do related to any abnormal condition or operational difficulty throughout the entire loading/unloading process (contact Tesoro personnel immediately)

-
- Personal Protective Equipment**
- List the six critical PPE items required at Facilities (hardhat, safety glasses, oil-resistant work boots or shoes, oil-resistant gloves, full length pants, sleeved shirt.)

-
- Emergency Action Plan**
- Location of muster point(s)
 - Location where emergency phone numbers are posted
 - Location of shower and eye wash
 - Location of fire extinguishers
 - Location of Emergency Shutdown devices

-
- General Loading/Unloading Area Safety Procedures**
- Explain who is allowed in loading/unloading area
 - Explain when the truck can be left unattended in the loading/unloading area
 - Explain whether or not the truck cab doors can be left open during loading/unloading
 - Explain rules for eating, drinking, vehicle repairs in the loading/unloading area
 - Explain prohibition against operating any valve or other device not specifically approved for driver operation

-
- Loading/Unloading Rack Connection Process**
- Connect Scully
 - Verify proper ground (green light)
 - Connect vapor line/vent trailer for unloading
 - Connect and verify proper loading arm connection

-
- Loading/Unloading Sequence**
- Explain carding process
 - Explain setting gallons on meters
 - Explain disconnecting process

-
- Loading Rack/Unloading Spill Procedures**
- Explain steps to stop product flow (ESD, Product shut off valve)
 - Explain that the tanker trailer overfill protection system shall be in proper working order.

-
- Explain the Tesoro requirement that the tanker compartment is to have a minimum of 60 gallons of free space to prevent a tanker overflow.
 - Explain who shall be notified (Tesoro, and all other drivers at loading/unloading rack)
 - Location of equipment for clean up
 - Location for disposal of product

Product Quality

- Explain actions to take if product is suspected to be off-spec (stop loading/unloading, do not leave Facilities, contact Tesoro personnel)
- Explain steps for switch loading/unloading

Hazard Communication

- Location of Material Safety Data Sheets
- Explain meaning of each warning sign on the loading/unloading rack

Bill of Lading

- Explain which copies to leave and where to put them
- Explain what to do if a Bill of Lading is not received
- Explain what to do if a Bill of Lading is incorrect

[SIGNATURE PAGE FOLLOWS]

I have received, read, understand, and agree to follow the Facilities' Uniform Loading/Unloading Instructions and Facilities Rules.

Driver Signature

Tesoro employee

Date

Carrier

Card Number Issued

Location