



**TIDEWATER**  
TRANSPORTATION & TERMINALS

# PETROLEUM DRIVER HANDBOOK

*Snake River & Umatilla Terminals*



**1ST EDITION | A Sourcebook of Terminal Procedures, Requirements and Truck Rack Rules**  
**FEBRUARY 2016**

**TIDEWATER TERMINAL COMPANY**  
*Snake River & Umatilla Terminals*

***PETROLEUM DRIVER HANDBOOK***

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## REPORTING OF SPILLS, INJURIES, ACCIDENTS and NEAR MISSES

**THERE ARE NO EXCEPTIONS TO THIS REQUIRMENT!**

The following must be reported to terminal personnel immediately:

1. Any injury. This includes any cuts, twisted ankles, slips or falls, head bumps or injuries, debris or product in the eyes, etc.
2. Spills. Any product released to the rack other than small drips associated with connecting and disconnecting loading arms and vapor hoses.
3. Any accident or equipment damage that occurs in the terminal or on company property. This includes load rack damage, striking fixed objects, backing incidents, etc.
4. Any activation of the truck overfill protection system even if no product is spilled.
5. Close Calls/Near Misses. An unplanned event that did not result in injury, illness, or damage but had the potential to do so.

## CONTACTING TERMINAL PERSONNEL

If you have questions, need assistance loading the truck or are having load rack problems, call the terminal operator on duty at:

<b>PASCO:</b>	<b>Office:</b>	<b>509-547-7701</b>
	<b>Operator Cell:</b>	<b>509-727-1585</b>
<b>UMATILLA:</b>	<b>M-F operator cell:</b>	<b>509-727-0578</b>
	<b>After hour's operator cell:</b>	<b>509-727-1585</b>

## **WHAT YOU SHOULD EXPECT FROM US**

- A rack that works
- A rack that is clean, well-lit and well maintained
- Quick resolution to your problems
- Courteous and competent personnel

## **WHAT WE EXPECT FROM YOU**

- A driver that knows what he or she is doing
- Someone who asks when they have a question
- Someone who doesn't guess
- Know what product you are picking up and where it is going
- Work safely, don't rush and don't rush others
- Always wear your PPE.
- Be aware of compartment sizes and retain

## **SOME THINGS TO KNOW ABOUT THE RACK**

- The locations of emergency alarms, exit routes and emergency stop buttons are in this handbook. Check them out.
- Equipment maintenance request forms are available in the BOL office.
- A company phone is available:
  - At the rack entrance & in the BOL office at Pasco.
  - In the BOL/security guard office at Umatilla.
- No cell phone use under the rack. Use only in designated areas outside the rack.
- Minimum meter set or volume for dyed diesel (#1 & #2) is 500 gallons.
- Not all products or customers are available on all lanes.
- If you load on a wrong account, contact the terminal before you leave.
- Stay off the top of the truck and/or trailer unless authorized by Tidewater personnel.
- If you have any questions, please call an operator for assistance.

## **DRIVER CERTIFICATION & RECERTIFICATION PROCESS**

- Attend the Tidewater safety and terminal orientation presentation.
- Load a minimum of 3 times with a certified driver.
- Tidewater personnel will observe your loading process before you are signed off.

## PETROLEUM LOAD RACK SAFETY RULES

Possession of a current TWIC card or accompanied by a trainer who has a Tidewater TWIC escort form is mandatory!

Cell phone use is not allowed under the truck rack. Use is only allowed outside of the truck rack in the cell phone designated area and only if you are not loading any product.

Hard hats, safety glasses with side shields, substantial foot wear and fire retardant clothing are required. Shorts and short sleeve shirts are allowed under FR coveralls or clothing. The FR must have a minimum of HRC2 rating.

No visitors or unauthorized persons allowed in the load rack area. Only certified drivers may load. A certified driver must be in attendance during training.

Under no circumstances are you allowed to share your loading card.

No smoking or other sources of ignition are allowed under the rack. **Plastic buckets are strictly prohibited.**

Terminal speed limit is 20 MPH. Before entering any load rack, stop, shut off all lights, radios, CB's, cell phones, DPF override switch, etc.

When loading, connect the grounding/overflow protection cord first, then the vapor hose followed by the product hose. Disconnect in the reverse order.

The driver must be in the meter or loading area at all times when loading. Do not leave this area. The cab of the truck, the driver side of the vehicle, the other loading lanes and outside of the spill containment are not considered part of the meter/loading area.

No draining of compartments on the load rack floor or to the strip drains. Using a bucket to transfer product between compartments is not allowed. Stay off the top of the truck and trailer without proper fall protection and terminal personnel in attendance.

**Emergency pump stop switches, fire alarm system switches, fire extinguishers and eye wash & showers are located on the truck rack. A fire blanket is inside the bill of lading office. For your health and safety, note the locations of this equipment. Refer to the truck rack diagrams in this handbook for safety equipment locations.**

Before driving off any rack, walk between the truck and the meters or product piping. Assure that all cords and hoses have been disconnected. Backing off the rack is prohibited without terminal approval and the use of a spotter.

Immediately report any spill, mix, accident, injury, property damage or unsafe condition to the terminal office at 509-547-7701 or the operator cell phone at 509-727-1585. Never clear any load rack alarms. Always call an operator for assistance.

In case of an emergency, disconnect the truck only if it is safe to do so. Evacuate to the evacuation area at the terminal entrance. (Refer to Evacuation Route Map posted at the rack and in this handbook.) Remain in the evacuation area until released by Tidewater or the fire department. If you are not accounted for a search will be conducted for you.

## TERMINAL ALARMS AND SHUTDOWNS

Our Pasco terminal has a number of operational alarms that you may hear when loading at the facility. The only alarm you need to be concerned with is the terminal evacuation alarm. The alarm has a pitch beginning at a high frequency and slowly increasing to a higher frequency, then stops and then repeats. There are flashing blue lights at Pasco that indicate the evacuation alarm was activated. If the evacuation alarm is activated, stop loading and go to the evacuation location. Due to its compact size, Umatilla does not have an evacuation alarm. Notification is by terminal or security personnel.

*At Pasco: the primary evacuation gathering location is at the terminal main office*

*At Umatilla: the primary evacuation gathering area is up the hill on Launch Lane on the East side of the terminal.*

## TRUCK EQUIPMENT REQUIREMENTS

1. Functioning parking brakes.
2. The truck must be able to hold air.
3. Brake interlock for the loading headers.
4. Brake interlock on vapor hose connection.
5. Splash plate inside each compartment.
6. Bonding cable inside each compartment.
7. No loose igniters inside the compartment (e.g. a sample can).
8. Appropriate placards.
9. Overfill probe with a minimum of 40 gallon outage in each compartment.
10. The compartment size must be labelled at each loading header. If the compartment size is labeled on the overturn or vapor rails, it must also be labeled at the loading header. Do not use the dome full volume when labelling the compartment size. Use the normal fill or maximum safe fill volume that can be loaded **before** activating the overfill probe.
11. Vapor and liquid tight connections between the truck and the loading connections.
12. No equipment leaks.
13. No plastic buckets.
14. Current vapor certificates for truck and trailer.
15. Carrier insurance is up to date.

## PRODUCT AND CUSTOMER INFORMATION BY LANE

### SNAKE RIVER TERMINAL - PRODUCT AVAILABILITY BY LOAD SPOT

NOTE: Shell gasoline accounts can load on Bay 1 only. All other customers and Shell diesel can load on all 3 lanes. Please consider keeping Bay 1 available for Shell gasoline accounts if Bay 2 or Bay 3 are empty and available for your use. All neat ethanol loads, including Shell, load on lane 3. Thanks.

#### Bay 1

**Issue Date: February, 2016**

##### **Truck**

- 1D15 (seasonal) clear & dyed
- Transmix
- 2D15 clear & dyed
- Gasoline

##### **Trailer**

- 1D15 (seasonal) clear & dyed
- B5 clear only
- 2D15 clear & dyed
- Gasoline

#### Bay 2

##### **Truck**

- 1D15 (seasonal) clear & dyed
- B5 clear only
- 2D15 clear & dyed
- Gasoline

##### **Trailer**

- 1D15 (seasonal) clear & dyed
- B5 clear only
- 2D15 clear & dyed
- Gasoline

#### Bay 3

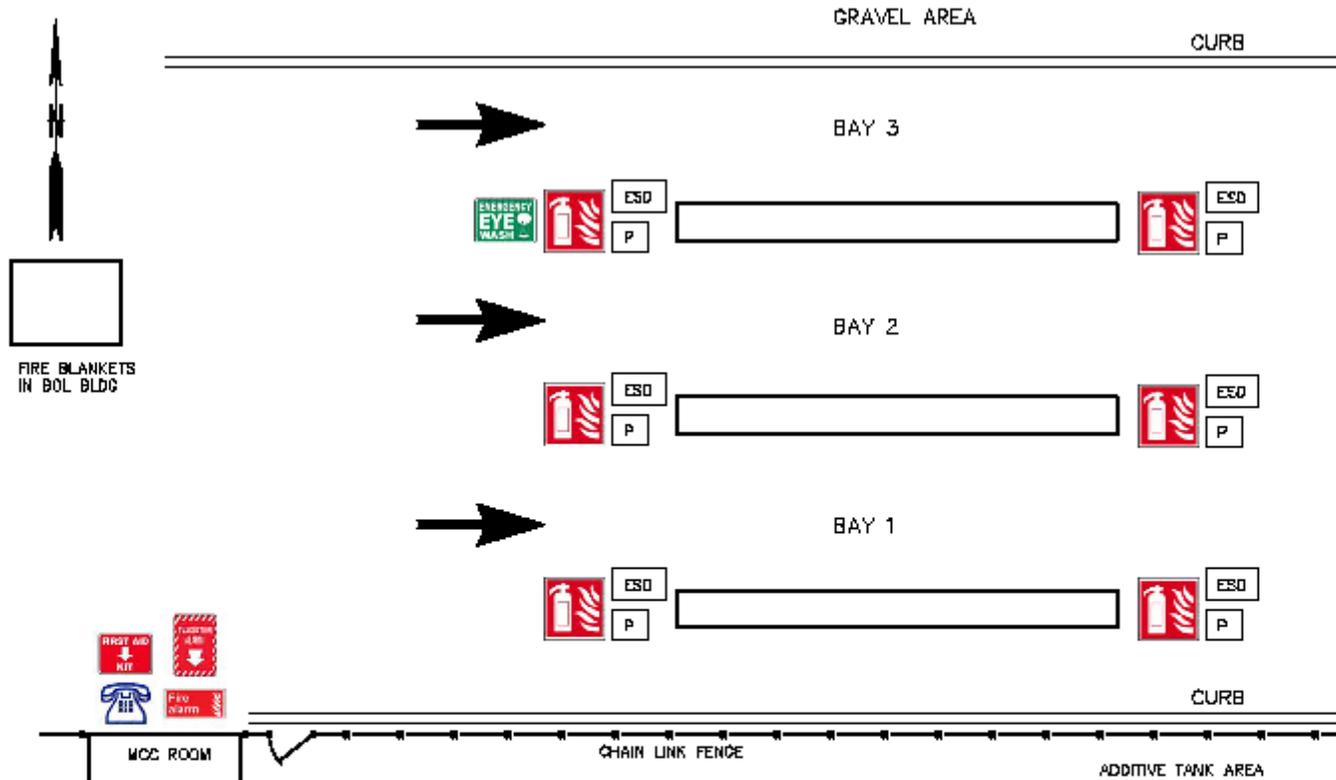
##### **Truck**

- Neat ethanol
- B5 dyed only
- 2D15 clear only
- Gasoline

##### **Trailer**

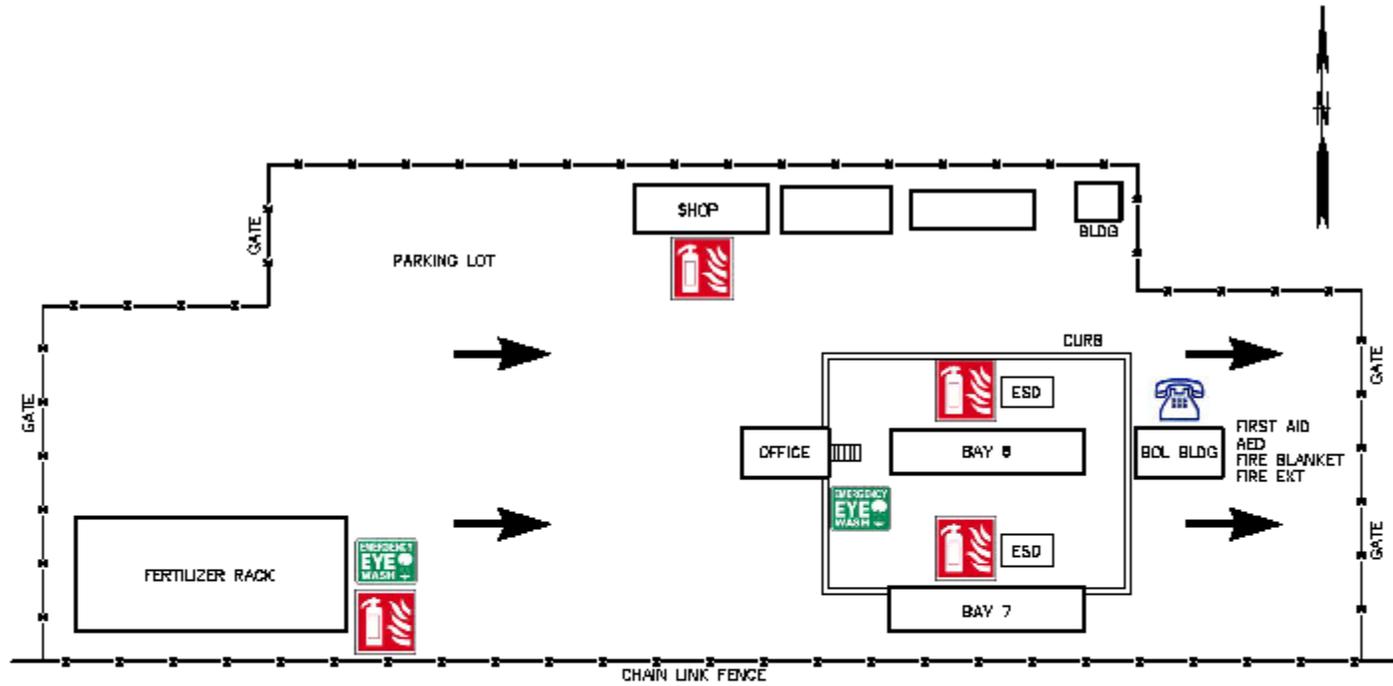
- Neat ethanol
- 1D15 (seasonal) clear & dyed
- B5 clear only
- 2D15 clear & dyed
- Gasoline

## PASCO TRUCK RACK LAYOUT



**PLAN – PASCO TRUCK RACK**

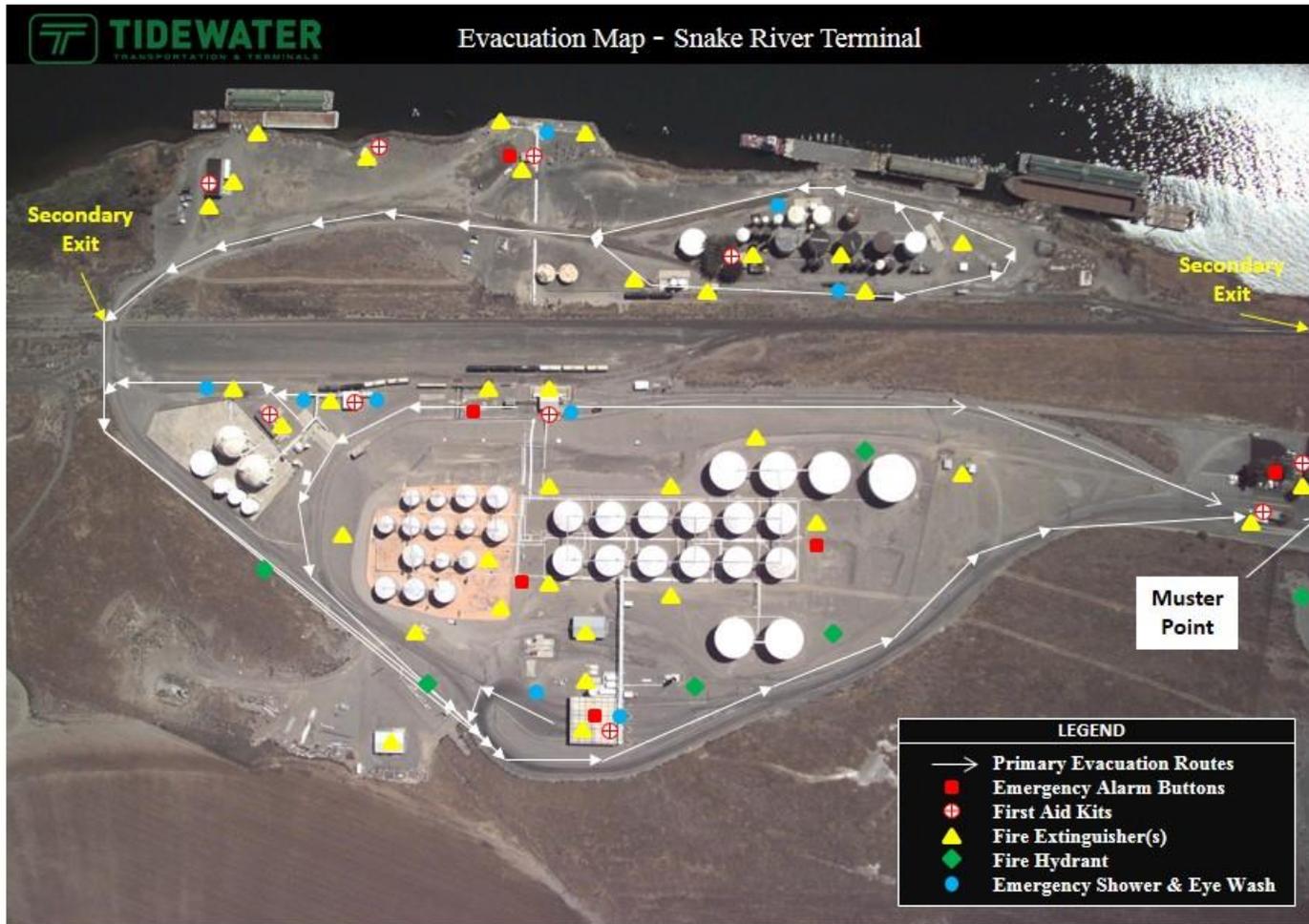
# UMATILLA TRUCK RACK LAYOUT



PLAN – UMATILLA TRUCK LOAD RACK

-  EMERGENCY SHUT DOWN
-  EMERGENCY EYEWASH STATION
-  FIRE EXTINGUISHER
-  TELEPHONE

## EVACUATION ROUTES – SNAKE RIVER TERMINAL



## EVACUATION ROUTES – UMATILLA TERMINAL



## **PETROLEUM TRUCK RACK LOADING PROCEDURES**

1. Make sure all electrical in the cab is off (lights, radio, cell phone, DPF, etc.)
2. Drive under the rack, set brakes and stop engine.
3. Connect ground/overflow cable.
4. Connect vapor hose.
5. Check for the green permissive light on the load rack Scully box.
6. Connect the correct load arm.
7. At the card reader, do the following:
  - A. Swipe your driver card.
  - B. Enter your PIN number.
  - C. Truck Enter truck number (if applicable).
  - D. Trailer: Enter trailer number (if applicable).
  - E. Shipper Number. Enter.
  - F. Customer number. Enter.
  - G. The system will call TABS and display the authorized products.
  - H. Select the truck load arm. Enter.
  - I. Select product. Enter.
  - J. Select the trailer load arm. Enter.
  - K. Select product. Enter.
  - L. When loading is complete, either swipe your card or scroll down to “End Loading: yes/no” Enter
8. Disconnect your load arm, vapor hose and ground/overflow cable in this order.
9. At Pasco: drive out of the rack to the Bill of Lading office for your paper work.
10. At Umatilla: the Bill of Lading prints in the security guard office

## **TERMINAL PAPERWORK**

1. Once you finish loading, either card out at the load rack or select the option “End Loading” on the card reader.
2. Go to the BOL office.
3. Swipe your card on the printer card reader.
4. Select the BOL you wish to print. There is a space for notes, purchase order numbers, etc. if you wish to use it.
5. Sign on the signature pad.
6. Select Done
7. If you need additional copies, swipe your card again and you will be asked “How many copies?” The default is 1.
8. No hard copies are left at the terminal.

**IF YOU HAVE PROBLEMS AT SRT YOU CAN USE THE PHONE IN THE BOL OFFICE OR AT THE TRUCK RACK TO CONTACT TERMINAL PERSONNEL.**

**IF YOU HAVE PROBLEMS AT UMATILLA, CONTACT THE SECURITY GUARD, ON-SITE TERMINAL PERSONNEL OR CALL THE PASCO TERMINAL OPERATOR.**

## VIOLATION PROGRAM

How attentive and professional you are determines how safe you, we and others will be when you are loading your truck. Tidewater doesn't want anyone to get hurt or to spill product. To assist in this we have a program that holds everyone responsible for their actions. Our program applies to anyone who loads or works on the truck racks: Tidewater employees, carriers, truck drivers, contractors, visitors and any other individuals conducting load rack operations at Tidewater facilities.

### Enforcement of Rules and Procedures

How Tidewater addresses violations ranges from verbal reminders up to a permanent suspension from the facility. The purpose of the program is to assure drivers, carriers and contractors work responsibly, comply with government regulations and don't put each other at risk. Some examples of violations:

- No valid TWIC card in driver possession.
- Visitors/trainee without an authorized Tidewater TWIC escort.
- Failure to stop before entering the rack area.
- Failure to use proper PPE.
- Talking on cell phone under loading rack and/or while loading.
- Product spill and/or failure to report a spill.
- Draining a compartment onto the truck rack floor or into a bucket.
- Leaking product head or equipment during the loading process.
- Using plastic buckets.
- Leaving vehicle unattended while connected to the rack (unless evacuating).
- Unattended vehicle loading.
- Engine running while loading.
- Truck safety equipment missing, by-passed or malfunctioning.
- Compartment high level sensors missing, by-passed or malfunctioning.
- Not using proper truck connection sequence (ground, vapor hose, loading arm).
- Improperly setting a pre-set meter causing a compartment overfill probe to activate or to avoid a slow flow at the end of a compartment fill.
- Ground cable not properly attached or has been bypassed.
- Loading without a vapor recovery hose connected.
- Loading with an incorrect truck number or with another driver's loading card.
- Loading arm, vapor hose or ground not disconnected before moving truck.

- Being on top of the truck or trailer without proper fall protection and Tidewater personnel present.
- Leaving facility without a BOL.
- Smoking in an undesignated area.
- Speeding.
- Vandalism.
- Threatening or harassing behavior.
- Clearing an alarm without a Tidewater representative present.