

Conway Underground East Driver Instructions



**For
Odorized Propane Truck
Loading Terminals**



INTRODUCTION

Terminals on the Williams system are designed and equipped for loading motor carrier transports by their drivers. Successful operation of the driver loading program requires close and continued cooperation between Williams and the motor carrier. Thoroughly training the motor carrier driver in the proper loading procedure is essential.

Improper loading of petroleum products can be dangerous. Fire or explosion can occur if the vapors from petroleum fuels are ignited by an ignition source, such as a spark, open flame or static electricity.

The purpose of this booklet is to provide the Carrier and Driver with the general operating methods for the Williams' Odorized Propane Truck Loading Terminals and the safety procedures, rules and practices that must be followed to ensure safe and efficient loading. **These instructions are also designed to supplement the Conway Underground East Truck Loading Instructions that a driver must receive from Williams' personnel.**

Therefore, it is extremely important to thoroughly read and understand this Driver Instructions booklet, the Conway Underground East Truck Loading Instructions and the Driver Safety Training Acknowledgement.

NOTE

Williams' personnel will require you to complete the Driver Safety Training Acknowledgement (Form 02-PIR-1056-C) or equivalent, every two years. Please note that it requires your signature and the signature of the Williams' employee who trained you and witnessed your signature.

If Williams determines, after the carrier's driver completes the number of training sessions designated by Williams, that the carrier's driver is unable to follow the safety procedures, rules and practices of the Driver Instructions booklet, the individual will be refused access to load (locked out) at all Williams' facilities.

In these procedures, the motor carrier company, whether it is a private contract or common carrier, is referred to as *Carrier*. The Carrier's motor vehicle is referred to as *tractor* (power unit) and *trailer* (tank) and jointly as *truck*. *Driver* is the individual operating a truck on behalf of a motor carrier as an employee, contractor, sole proprietor or agent. The *Shipper* is the odorized propane owner who has requested Williams to deliver odorized propane to a specific Odorized Propane Truck Loading Terminal.

VIOLENCE IN THE WORKPLACE

Williams has a zero tolerance policy for violence in the workplace. Any physical contact that results in injury or incidents of abuse, verbal attacks or aggressive behavior that may be threatening, such as pushing or shouting and acts of aggression towards others, will not be permitted or tolerated on Williams' property.

WARNING

Any person demonstrating workplace violence will risk criminal prosecution and **permanent** loss of loading/unloading privileges at all Williams' facilities.

SAFETY PRECAUTIONS

Strict adherence to the procedures and safety precautions included in this booklet is required of the Driver.

Observe the following safety precautions:

- If loading area is occupied, the next truck must stay behind the yellow line until the loading area is clear.
- **DO NOT OVERLOAD.** Overloading is both illegal and dangerous. It is the driver's responsibility to understand and comply with all DOT Highway regulations.
- **SMOKING IS PROHIBITED** except outside the Williams' property fence or in posted designated areas.
- **NEVER LEAVE THE TRUCK UNATTENDED WHILE IT IS BEING LOADED.**
- All drivers are expected to wear the following when loading at Williams' terminals:
 - Safety Glasses (with side shields)
 - Hard Hat
 - Long sleeved flame retardant clothing or Nomex Coveralls
 - Leather work boots or shoes
 - Hearing protection (as needed during an emergency situation)
- Material Safety Data Sheets (MSDS) for all products and chemicals present are available at each terminal. Williams strongly encourages each driver to use the MSDSs to become familiar with the physical properties, hazards and suggested medical concerns and treatment of each product and chemical.
- The Driver should restrict movement within the Williams' terminal to the Control Room / lounge, bathroom and those areas necessary for trailer loading and ticketing, unless otherwise authorized or directed by Williams' personnel. The Driver should maintain awareness of the terminal surroundings at all times. Report any unfamiliar or unusual sights, noises or mechanical malfunctions to Williams' personnel.
- In the event of an uncontrolled product release or any emergency situation, the Driver should follow the Emergency Procedures contained in this booklet and reference Site-Specific information provided by Williams' personnel.

IMPORTANT

Under no circumstances should the Driver attempt to start the tractor and move the truck in an emergency situation without the expressed direction of Williams' personnel.

ACCIDENTS/INCIDENTS

Any accident/incident occurring on Williams' property that results in personal injury or damage to the facility must be reported to Williams' personnel before a driver leaves the property.

YOUR TRUCK

- Your truck must be in compliance with all safety regulations.
- The grounding and overfill system on your trailer must be operable.

CARRIER RESPONSIBILITIES

FEDERAL REGULATIONS

The Carrier shall follow all codes of federal regulations (Title 49-Part 177) regarding the transportation of hazardous materials.

Prior to entering the Williams' facility, the driver shall comply with regulation 49 CFR Part 177 that includes, but is not limited to, special vehicle handling characteristics, loading and unloading procedures, the properties and hazards of the material transported, and bonding and grounding.

SECURITY

The Carrier shall follow the Williams' Hazardous Materials Security Plan to ensure the proper level of security at this facility.

Security for Hazardous Materials that have departed the Williams' Facility will be the responsibility of the transporting carrier. The Driver should contact their Company/office, not Williams and/or the Facility, for assistance or information concerning security of their vehicle and the product they carry. In the event of unauthorized access to the transport vehicle (rail or wheeled), the Driver should call 911 or the local police for assistance.

Security requirements may change based upon Security Threat Condition from the Homeland Security Advisory System.

EQUIPMENT AND MATERIALS LOSS

Williams supplies sufficient equipment and material to perform loading. It is essential that nothing be removed from the loading area. Carriers, and the Shippers they represent, will jointly be held responsible for any removal of equipment and/or material.

WILLIAMS' EQUIPMENT DAMAGE

Williams will address equipment damage on a case-by-case basis.

PRODUCT LOSS

The Carrier will be held fully responsible for all product that passes the loading hose. If mechanical failure occurs and the Driver fails to note it or call Williams, the Carrier will be held responsible for the product actually measured from the trailer.

PRODUCT QUALITY

Williams is responsible for the quality of the product being delivered over the loading rack. The Carrier is responsible for product quality after it leaves the loading hose and is on the trailer.

PRODUCT CONTAMINATION

It is the Driver's responsibility to verify that the transport trailer is empty of all liquid before loading begins. It is also the Driver's responsibility to verify that the vapors are compatible with the product they are loading.

CARRIER EQUIPMENT

The truck (tractor and trailer) shall be in safe working order. The truck must be equipped with handbrakes (parking brakes) or brake locking devices (dixie gate) and with grounding equipment that is compatible with Williams' grounding system.

DRIVER AUTHORIZATION

It is the Carrier's responsibility to provide Williams with written authorization before a driver will be allowed to load. Only Drivers instructed by Williams' personnel using this booklet and the Conway Underground East Truck Loading Instructions may load unattended. The Carrier is urged to contact Williams to make arrangements prior to indoctrinating new Drivers, Drivers requiring recertification or any other untrained Driver. Furthermore, Williams strongly encourages Carriers to have new drivers ride and perform loading with experienced drivers, prior to attempting to receive certification for loading by a Williams' employee.

DRIVER LOADING PIN NUMBERS

Williams will provide certified Drivers, under the authority of their Carriers, with a PIN # required for loading at the Williams' terminal. The driver assumes full responsibility for the PIN # and must not allow any other persons to use it.

INSURANCE

Carriers of hazardous substances and materials are required to maintain minimum levels of insurance as provided in 49 CFR 387.303. A current Certificate of Insurance must be maintained by the Carrier and made available to Williams upon request.

TERMINAL ENTRY

Enter through gate.

Observe posted speed limits.

Turn off all CBs, radios, radar detectors, cellular phones, beepers and computers before entering the loading rack.

Drive only in authorized areas. Observe and follow posted instruction signs.

NOTE

Any passenger in truck must wait in lounge while you load. Exception: Another driver riding with you for the purpose of training/orientation may be allowed to remain with you, provided he or she is on the Carrier's list of approved drivers.

Drive to the yellow safety line. STOP! Set parking brake before exiting truck.

Shut off engine and all electrical devices if leaving truck unattended at yellow line.

Report potential hazards and security problems with the terminal loading facility while on the premises.

If bay is occupied, remain at yellow line until bay is completely clear. Drive **SLOWLY** to bay when unoccupied. **DO NOT DRIVE INTO BAY IF THERE IS EVIDENCE OF ANY STANDING PRODUCT IN BAY.**

WHILE AT LOADING AND UNLOADING BAY

As soon as you have entered the bay, **IMMEDIATELY** shut off engine, lights and ignition and set parking brake. **DO NOT LEAVE ENGINE RUNNING.**

Backing up at the rack is prohibited.

You are not permitted to work on your truck while at the loading rack or within 100 feet of the loading rack.

If your tractor will not start, **DO NOT JUMP START YOUR TRACTOR AT THE RACK AT ANY TIME.** Seek assistance from Williams' personnel. The truck must be towed, **NOT PUSHED**, at least 100 feet from the loading area before any work may be performed on it.

Driver shall visually inspect the trailer to make certain the outlet valves are not leaking prior to loading.

TRAILER CONNECTION

Chock wheels on trailer.

Connect ground using dual ball ground plug.

Notice indicating lights to confirm that proper ground connection is made. The computerized loading system will not authorize you to load until the proper ground connection to the trailer is established.

The grounding cable should be the first piece of equipment connected and the last piece of equipment disconnected upon completion of loading.

WARNING

Attempting to cause a false ground by tampering with the ground system will cause the driver to be immediately locked out and the driver's loading privileges suspended. You must establish a true ground from your trailer to the grounding system.

Connect the propane hose to the trailer.

Open valves on trailer.

Open propane loading valves (hand operated)

Ensure the odorant sight gauge is at "0" BEFORE starting to load. A green light on the mercaptan panel indicates that the system is ready; otherwise, the loading system will not operate.

TRAILER LOADING

INITIATING LOADING

- Go to fingerprint panel inside scale house
- Touch “Load”
- Enter PIN number
- Place finger on fingerprint scanner
- Select product
- Select supplier
- Select destination
- Acknowledge information (if information is correct)
- Go to the appropriate “Quick Panel”
- Select product
- Enter PIN number
- Select “Authorization tab”
- Enter target weight
- “Confirm target weight”
- Press the “Start tab” (anytime during the loading process, the driver can stop loading by selecting the “Stop tab”)

WARNING

Drivers are responsible for preventing overfill and spills. The manually operated loading valve or “STOP” button should be used to shut off product to your trailer in the event of an overfill or spill, regardless of the cause. Check with Williams’ personnel for the exact location of the emergency stop buttons.

When load is complete:

- **Visually ensure that odorant is flowing into the product while loading and all connections are properly seated and leak free. If no odorant is injected a “Mercaptan Failure” message will appear on the quick panel indicating a malfunction.**
- Disconnect hoses
- Disconnect ground
- On the “Quick Panel” press the “End load tab”
- On the “Fingerprint Panel” press the “Print tab”
- Enter PIN number

IMPORTANT

By selecting the “YES” button on the “Fingerprint Panel” Driver acknowledges that he witnessed odorant being injected during loading process of liquefied petroleum into the transportation vessel. Please contact terminal operator if odorant was not injected.

By signing the Driver’s Acknowledgement on the Bill of Lading, the driver acknowledges that odorant was injected.

- Printer should print three copies of the bill of lading. Sign one copy and place it in the Load slot.
- Do not leave Williams’ property without a correct Bill of Lading in your possession along with a sheet from the DOT Guidebook detailing the hazards of the particular product you are hauling. This information will be available at the terminal.

Please Drive Safely

NOTE

Unstenched loads must be authorized by the Shipper and Williams. Unstenched loads can be loaded Monday through Friday, between 8:00 a.m. and 4:00 p.m. with the proper documentation and advanced notice. A Williams’ representative must be present while unstenched propane is loaded.

IMPORTANT

The Driver must be in attendance at the truck loading dock during the loading operation.

Truck Inspections –

After receiving the Bill of Lading, visually inspect the trailer to make certain the outlet valves are not leaking. If required, seal the valves and make certain the truck is in satisfactory condition for over-the-road driving.

The Carrier now assumes full responsibility for the product and the amount loaded.

EMERGENCY PROCEDURES

Williams' personnel will train you on the following:

- Emergency escape routes
- Location and proper use of the emergency equipment shutdown controls (ESDs)
- Location of manual fire extinguishers
- Types of communication used in emergency notification, such as alarms, etc.
- Instructions regarding whom to contact in case of emergency

IF A SPILL OCCURS

WARNING

If a spill or overfill occurs, loading should be shut down immediately. The manually operated loading valve or emergency stop controls (ESDs) should be used to shut off product. However, these functions do NOT take precedence over your personal safety. If you feel that you are in danger, evacuate immediately.

Take extreme care not to do anything that might cause an ignition source, such as turning on or off electrical devices or starting your tractor.

Immediately call Williams' personnel if a spill occurs.

Notify all other Drivers at the rack to shut down immediately. *Do not allow other drivers to start their tractors.*

IN ALL SPILL CASES, YOU MUST TAKE DIRECTION FROM WILLIAMS' PERSONNEL.

DO NOT START YOUR TRACTOR UNTIL SPILL IS COMPLETELY CLEANED UP AND YOU RECEIVE APPROVAL FROM WILLIAMS' PERSONNEL TO DO SO.

NOTE

Spills will be charged to driver when caused by setting gross weight incorrectly, improper coupler connection or failure to follow procedures properly.

MISCELLANEOUS

It is the driver's responsibility to take appropriate action to protect his/her health and safety and to report any unsafe conditions while loading at Williams' facilities.

Restrooms are provided at the terminal for the driver's use before and after loading.

Williams' personnel will provide information about the use of the phone and the bulletin board.

PROPANE WITH ODORANT

Propane is a flammable gas and when handled improperly, can cause explosion and fire. The following information about the properties of propane and odorant used to give propane its distinctive "gassy" odor should be read and fully understood before loading propane at any Williams' terminal.

Characteristics of Propane

- An odorless, colorless gas in its natural state at normal atmospheric conditions of temperature and pressure.
- Normally transported and stored as a liquid in specially designated containers. It is important that only those containers approved and prepared for use with propane be used to store and transport propane.
- Pressurized within a storage tank. As the temperature increases within a tank, there is a corresponding rise in the tank pressure. Propane containers should be protected from excessive pressure by a container relief valve.
- Readily expands with temperature. When liquid propane changes to a gas, it increases approximately 270 times in volume.
- Heavier than air (approximately 1 ½ times) in a vapor state; yet it readily mixes with air. Propane liquid is about ½ as heavy as an equal volume of water.
- Ignites easily when mixed with oxygen. Ignition sources include, but are not limited to, open flames, smoking materials, electrical switches, pilot lights, sparks caused by friction and static electricity.

Propane Odorization

- A chemical malodorant with a distinctive smell is added to propane (referred to as “stenched propane”) to provide a method of detection in the event of a leak. *Ethyl mercaptan* is normally used for this purpose since it is chemically stable when mixed with propane and shares many of propane’s physical characteristics. Therefore, one can be reasonably sure that if ethyl mercaptan’s distinctive odor is detected, propane vapors may also be present.
- Odorants have limitations. Under certain circumstances, not everyone can smell ethyl mercaptan. Some people simply cannot smell certain odors. Certain physical conditions such as common colds and allergies, smoking and eating may lessen a person’s ability to smell. Additionally, high concentrations of many odorous substances may shock, or essentially paralyze, a person’s sense of smell.
- Since vaporized propane is heavier than air and carries with it the odorant, the propane can stratify in environments where there is little or no air movement, thus giving a different amount of odor intensity at different elevations.
- Odorants can, to some extent, be absorbed by new tanks, new piping and new or old building materials, such as masonry. It can also be absorbed by soil in the event of an underground leak. Thus, absorption diminishes its distinctive smell.
- Ethyl mercaptan can oxidize if it comes in contact with other oxidizing compounds such as water or rust in the LP gas storage tank. The oxidation, or chemical breakdown to less pungent chemicals, may result in partial fading of the odorant. This is believed to occur in tanks containing air, moisture or rust, any of which can cause the ethyl mercaptan to oxidize. It is important that all propane containers be purged of air and/or moisture before use and that they not contain rust.
- Where odorized propane has been properly handled, transported and stored, chemical odorants added to propane can be an effective warning device. However, explosive mixtures may be present but go undetected if a person is unable to smell the odorant because it has oxidized or absorbed, or because it has been covered or masked by competing odors.

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**REMEMBER: IF YOU DON'T KNOW, ASK.
WILLIAMS WANTS YOU TO OPERATE SAFELY.**

**THANK YOU FOR LOADING AT
WILLIAMS!**

DRIVE SAFELY!

**02-PIR-1056-C - DRIVER SAFETY TRAINING ACKNOWLEDGEMENT
FOR CONWAY UNDERGROUND EAST**



I hereby attest that I have read the entire contents of the Williams Driver Instruction Booklet and fully understand the instructions contained in it. Specifically, I have read or received training on the following sections (check all boxes):

- Introduction Safety Precautions Carrier Responsibilities Terminal Entry
 Trailer Connection Loading/Unloading Emergency Procedures Miscellaneous
 Conway East Underground Loading/Unloading Instructions

Driver Initials Required:

1. _____ Williams personnel have reviewed with me the sections listed above and each loading/unloading (circle one) procedure specific to the _____ Terminal, Product(s) _____, Terminal # _____, and have satisfactorily answered all procedural questions.
2. _____ I acknowledge that failure to comply with the safety guidelines herein may result in suspension or cancellation of my loading/unloading privileges.
3. _____ Upon receipt of my Personal Identification Number (PIN) or loading card, I agree that I will be the sole user of this authorization on behalf of the Shipper/Carrier noted on the Bill of Lading.
4. _____ I have read and fully understand the Safety Precautions and Emergency Procedures, especially the procedures for handling and reporting an accident or spill.

Driver Name: _____

Williams Driver / PIN: _____

Address: _____

Business Phone: _____ Home Phone: _____

Driver License State and Number: _____

Carrier Name and Number: _____

Driver must sign and date below to be authorized for unrestricted loading/unloading at this terminal. See Note for more information.

Driver's Signature: _____ Date Signed*: _____

Williams Employee who trained Driver: _____

*NOTE: This Driver Safety Training Acknowledgement expires two years from the date signed. You will be notified of your Training expiration date at the driver console. You must be recertified prior to your expiration date in order to continue loading/unloading at the terminal listed above.

Retention: 5 years from date of last training
Distribution: Original: Area Office