

INCOMING STABILIZER TRUCK PAPERWORK

EACH SHIPMENT OF STABILIZERS THAT ARRIVE BY TANK TRUCK MUST HAVE THE NECCESARY DOCUMENTATION/PAPERWORK TO ALLOW THAT SHIPMENT TO BE TRANSPORTED AND DELIVERED INTO THE LAKE CHARLES PLANT.

WHEN A TRUCK ARRIVES AT THE TE II UNIT THE AUXILIARY SHOULD OBTAIN THE OPERATING SUPPLIES TRIP TICKET THAT IS COMPLETED AT THE STOREROOM. CHECK THE PURCHASE ORDER NUMBER OF THE SHIPMENT AGAINST THE PURCHASE ORDER NUMBER OF TRUCKS THAT ARE SCHEDULED TO BE DELIVERED THAT DAY. THESE ARE LOCATED ON THE CALENDAR ON THE SOUTH WALL OF THE CONTROL ROOM. ALSO CHECK THE DESCRIPTION OF THE MATERIAL AND THE CERTIFICATE OF ANALYSIS TO MAKE SURE THE CORRECT MATERIAL IS BEING DELIVERED AND THE MATERIAL IS WITHIN PPG'S SPECIFICATIONS. SAMPLE THE MATERIAL IN THE TRUCK FOR ANALYSIS AND CLEARANCE AT THE MAIN LAB... EXCEPT NRE TRUCKS WHICH ARE ANALYZED IN THE TE II UNIT LAB. (UNIT SOPS GIVE MORE DETAIL ON UNLOADING TRUCKS)

ONCE THE PURCHASE ORDER NUMBERS, DESCRIPTION, CERTIFICATE OF ANALYSIS, AND SAMPLE HAVE BEEN ANALYZED AND CLEARED, COMPLETE THE LOWER PORTION OF THE OPERATING SUPPLIES TRIP TICKET AND SIGN AT THE "OPERATIONS SIGNATURE" LINE.

THE OPERATING SUPPLIES TRIP TICKET IS THE ONLY THING THAT THE AUXILIARY SHOULD SIGN.

THE LEAD OPERATOR MUST SIGN ANY OTHER PAPERWORK WITH THE SHIPMENT. ANY PROBLEMS THAT DELAY THE UNLOADING OF THE TRUCK CAN BE NOTED BY THE LEAD OPERATOR ON THE REMARKS AREA OF THE BILL OF LADING.

CONFIDENTIAL:
Subject to Protective Order
of 14th Judicial District Court
No. 91-1145

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