

# SAFETY

# BULLETIN

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DATE 5/88  
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## RECEIVING PROCEDURE FOR TANK TRUCK DELIVERY

### APPROVALS:

### PURPOSE:

These guidelines are designed to prevent the unloading of operating chemicals into the wrong tank.

### SCOPE:

These guidelines apply to the delivery of all operating chemicals coming into this plant by tank truck. Also, return shipments until they reach the Shipping Office for further disposition, barge washings, and loaded intra-complex tank truck transfers are included.

### EXCEPTIONS:

The vacuum trucks operating within the plant are exempt from this procedure. Betz Chemicals deliveries are also exempted.

SL 010736

### GUIDELINES:

#### RECEIVING PROCEDURES FOR TANK TRUCK DELIVERIES ON DAY SHIFT

1. Truck driver brings in Bill of Lading, Packing List with purchase order number on it and environmental manifest (if required) to Stores Receiving Office. Give simplified copy of procedure to the truck driver.
2. Receiving Clerk calls up order number on CRT on Purchase Order file, to verify material and location to be delivered. If the order number is not on file, clerk calls Purchasing to get purchase order number and area to be delivered.
3. Clerk then calls Lead Operator to see if he is expecting the material. If so, he verifies the order number and type of material to be delivered and to what area. Area Operations Foreman must provide prior notice on material delivery expectations and purchase order/order release numbers to the Lead Operators.

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4. Clerk then fills out top of Operating Supplies Trip Ticket (OSTT) and sends the truck to the Main Guard Office. The guard checks the paperwork, sends the truck driver to the scales and then to the unit utilizing a map. If driver is still not sure of the area, an escort (Security) is sent with him to scales and then to the area Control Room by an escort provided by the Shift Superintendent.
5. The Lead Operator should meet the truck if possible, but if not, the truck driver must go to the area Control Room. The truck is not allowed to hook up or unload until the trip ticket is filled out and signed by the Lead Operator. The Lead Operator looks at the OSTT, Bill of Lading and Packing List and confirms the purchase order/order release number, unit, and chemical contents before filling out and signing the OSTT. More restrictive verification such as samples, visual checks, etc., may be required by each area's SOP. If a discrepancy in the paperwork occurs, the Lead Operator should call day supervision. If a truck arrives without the proper paperwork (OSTT), it should be sent back to the Warehouse. If a truck driver does not follow any of the above rules, he should be reported to supervision. The Lead Operator keeps one copy of the OSTT and allows the truck to unload. If the Lead Operator was not given an order release/purchase order number, he should contact supervision before signing the OSTT.
6. When the truck driver is finished unloading, he returns through the scales, brings in the scale ticket, Bill of Lading, Packing Slip, manifest and OSTT to the Warehouse Receiving Clerk. The clerk verifies that the bottom of the OSTT has been filled out and signed by Operations. If the bottom has not been filled out and signed, he then calls the Lead Operator to get it signed. The Operator will either come to the Warehouse to sign or will ask the truck driver to return to the area to get it signed. If the OSTT is filled out properly, the clerk signs the Bill of Lading, Packing List, and a copy of the scale tickets and keep a copy of all papers for the Warehouse file.

## RECEIVING PROCEDURE FOR TANK TRUCKS ON BACK SHIFT AND WEEKENDS (Day shift deliveries should be encouraged.)

1. Truck driver brings in Bill of Lading, Packing List with purchase order number on it and environmental manifest (if required) to Front Guard Gate. Give simplified copy of procedure to the truck driver.
2. The Front Gate Guard directs the truck driver to the Main Guard Office.

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No. 91-1145

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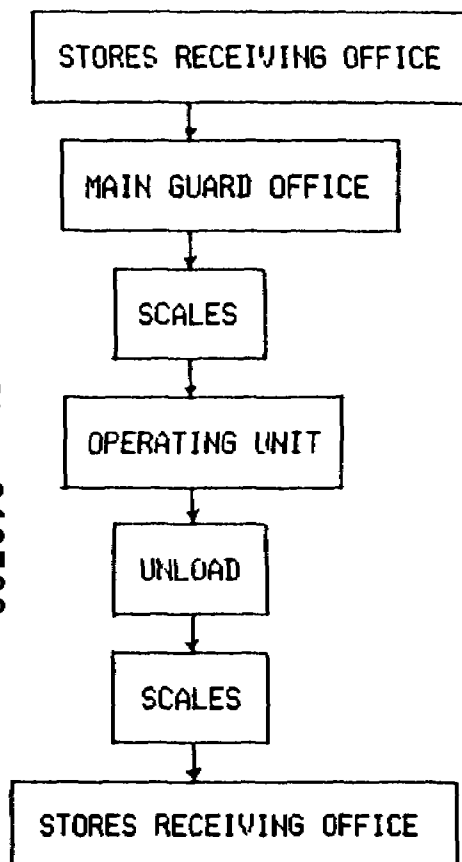
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3. Guard then calls Shift Supervisor who notifies the area Lead Operator to see if he is expecting the material. If so, he verifies the order number and type of material to be delivered and to what area. Area Operations Foreman must provide prior notice on material delivery expectations and purchase order/order release numbers to the Lead Operator.
4. Guard then fills out top of Operating Supplies Trip Ticket (OSTT), sends the truck driver to the scales and then to the unit utilizing a map. If the driver is still not sure of the area, an escort provided by the Shift Superintendent is sent with him to the scales and then to the area Control Room.
5. The Lead Operator should meet the truck if possible, but if not, the truck driver must go to the area Control Room. The truck is not allowed to hook up or unload until the trip ticket is filled out and signed by the Lead Operator. The Lead Operator looks at the OSTT, Bill of Lading and Packing List and confirms the purchase order/order release number, unit, and chemical contents before filling out and signing the OSTT. More restrictive verification such as samples, visual checks, etc., may be required by each area's SOP. If a discrepancy in the paper work occurs, the Lead Operator should call the Shift Supervisor. If a truck arrives without the proper paper work (OSTT), it should be sent back to the Main Guard Office. A truck driver who does not follow any of the above rules will be reported to supervision. The Lead Operator keeps one copy of the OSTT and allows the truck to unload. If the Lead Operator was not given an order release/purchase order number, he should contact Shift Supervision to contact day supervision.
6. When the truck driver is finished unloading, he returns through the scales, brings in the Bill of Lading, Packing Slip, manifest and OSTT to the Main Guard Office. The guard verifies that the bottom of the OSTT has been filled out and signed by Operations. If the bottom has not been filled out and signed, he then calls the Lead Operator to get it signed. The operator will either come to the Main Guard Office to sign or will ask the truck driver to return to the area to get it signed. If the OSTT is filled out properly, the guard signs the Bill of Lading, Packing List, and a copy of the scale tickets and sends a copy of all papers to Trish LaBoyteaux (Storeroom.)

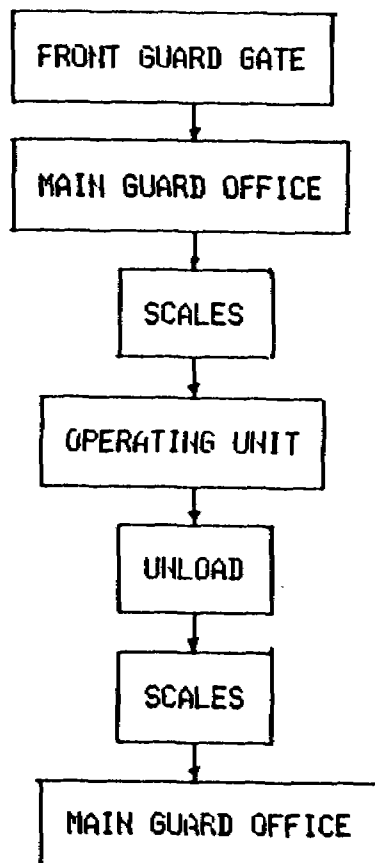
SL 010738

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No. 91-1145

DAY SHIFT DELIVERIES



BACK SHIFT AND WEEKEND DELIVERIES



SL 010739

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No. 91-1145

OPERATING SUPPLIES TRIP TICKET

THIS PORTION TO BE FILLED OUT BY STOREROOM OR GUARD OFF.

O.R./P.O. \_\_\_\_\_

SHIPPER: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

B/L QUANTITY: \_\_\_\_\_

P.O. DELIVER TO LOCATION: \_\_\_\_\_

RECEIVING SIGNATURE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

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OPERATIONS - COMPLETE BELOW BEFORE UNLOADING

O.R./P.O. \_\_\_\_\_

AREA UNLOADING \_\_\_\_\_

TYPE MATERIAL: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

OPERATIONS SIGNATURE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DISTRIBUTION: STORES, White - OPERATIONS, YELLOW

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