

STANDARD OPERATING PROCEDURE

MATERIALS TRANSFER

CHECK	ACTION STEPS (ALL CAPS)	COMMENTS (BELOW STEPS)
_____	1. SHIPPING WILL INITIATE THE PHONE CALL INFORMING YOU OF THEIR NEEDS.	
_____	2. DURING THIS CONVERSATION, THE OPERATOR SHOULD FIND OUT WHAT PRODUCT GRADE IS TO BE LOADED, THE MODE OF TRANSPORTATION, WHEN THE PRODUCT IS NEEDED AND HOW MANY COMPARTMENTS ARE TO BE LOADED.	
_____	3. YOU SHOULD TELL SHIPPING PERSONNEL WHICH PRODUCT TANK YOU WILL BE SENDING TO THEM AND THEREFORE THE PRODUCT TRANSFER LINE YOU WILL BE USING AND THE BATCH NUMBER OF THE MATERIAL. AT THIS TIME INFORM YOUR LEAD OPERATOR OF SHIPPING'S REQUEST.	
_____	4. INFORM SHIPPING OF ANY ADDITIONAL STABILIZERS WHICH WILL BE NEEDED. THESE WILL BE ADDED BY OPERATIONS VIA THE TANK TRUCK STABILIZING FACILITY. IF A TANK CAR IS BEING LOADED AND REQUIRES STABILIZATION, THE STABILIZERS WILL BE MEASURED AND LABELED BY OPERATIONS AND ADDED BY SHIPPING.	
_____	5. IF ANY UNCERTAINTY OR DISCREPANCY EXISTS AS TO PRODUCT GRADE, ASK FOR THE SKU NUMBER WHICH SHIPPING WILL GET FROM THE ORDER, TAKE THIS SKU NUMBER AND LOOK IT UP ON THE SKU LIST LOCATED IN YOUR SPECIFICATION BOOK. THE NUMBER WILL HAVE AN ASSOCIATED PRODUCT NAME AND THEREFORE A PRODUCT SPECIFICATION SHEET.	
_____	6. PUT THE APPROPRIATE PUMP ON TO SHIPPING FROM THE CIRCULATED TANK. LOG ON THE TRANSFER SHEET.	
_____	7. CHECK WITH SHIPPING AFTER AN APPROPRIATE LOADING TIME TO DETERMINE IF THE LOADING IS COMPLETED.	
_____	8. IF THE LOADING IS COMPLETED, SHUT THE PUMP DOWN AND ISOLATE THE TANK.	
_____	9. IF DURING ANY STEP OF THIS PROCEDURE, CONFUSION OR PROBLEMS DEVELOP, GET YOUR LEAD OPERATOR AND IF NECESSARY YOUR SUPERVISOR INVOLVED.	

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

SL 021277