



LOADING REQUIREMENTS CITGO PETROLEUM CORPORATION

Solvents Truck Rack "Gate 53"
601 New Avenue • Lemont, IL 60439
630-257-4550

- The loading rack is open 24 hours a day, starting at 10:30 PM on Sunday until 9:00 PM on Friday. The rack is closed on Saturday, Sunday and designated holidays. Loading is done on a first come, first served basis.
- Our after hours pager is (847) 479-1526. At the tone, enter your area code and phone number.
- The maximum rack height clearance is 12' 6". The tractor (including stacks and deflectors) and the trailer must be able to clear the 12' 6" height requirement bar at the rack entrance in order to get loaded.
- All trailers must be equipped with a 7 prong API/ATA approved female grounding connector as shown and in accordance with the CITGO "Grounding Requirements" (See ATTACHMENT A). You may be required to install the ground connector at a different location on the trailer depending on which side is closer to the rack. Some trailers have to be spotted on the opposite side due to the loading platforms and trailer hand rails.
- Make sure all internal and external valves are closed and secured with dust covers. FAILURE TO DO SO WILL RESULT IN NOT BEING LOADED.
- Remove all dome bolts and relieve pressure from all compartments. Do not leave dome covers in raised position. They must be down to clear the Loading Rack loading platforms.
- After parking truck in the lot, all drivers are required to go to the Driver's Trailer. Nobody is allowed to remain in the vehicle or sleeper.
- All drivers must complete (in its entirety) the CITGO "Truckers Request for Petroleum Products" form. (See ATTACHMENT B for instructions). This form shall not be completed by anyone other than the driver. This form is available at the loading rack Driver's Trailer. The shaded area of the form must include the tank certification/specification plate maximum capacities for each compartment. Please note: this is not the strapping chart capacity. Figure the gross weight before writing the gallons requested. FAILURE TO USE THE MANUFACTURE'S PLATE FOR CAPACITIES WILL RESULT IN NOT BEING LOADED.
- All trailers must have a legible manufacturer's specification/certification plate attached, showing the maximum capacity in U.S. gallons of each individual compartment. No stenciling or strapping chart capacities will be accepted for verification of compartment/tank capacities.
- Bring required paperwork (Trucker's Request form and wash out ticket or previous BOL ticket) to the loader's office. Punch the time clock and leave paperwork on the counter. Return to the Driver's Trailer until called by one of the CITGO loaders.

LOADING REQUIREMENTS (continued)

- All trailers must be clean, dry and odor free. Each compartment must be double bulk headed with separate manifolds. Each truck must have a cleaning certificate from a recognized cleaning facility or shipping papers showing a CITGO-produced product as the immediate prior cargo. Cleaning certificates must be properly completed, signed, and should include the name and telephone number of the cleaning facility. Photocopies will not be accepted.
- Trailers interior temperature must be below 100 degrees Fahrenheit before loading. (Unless ambient temperature prohibits tank to cool).
- All trailers must have a non-skid work surface around the dome cover area sufficient enough to allow loaders to access dome cover area without slipping. Six feet to the front and six feet to the rear of the dome cover area is recommended.
- The capacity of each compartment must be marked in 2" letters on or near the dome.
- Multi-hole trailers are required to have the compartment number marked on the top of each dome cover so it is legible by the Loader.
- Drivers will not be allowed to add any additives to the product while on CITGO property.
- Winter conditions: The dome area must be free of snow and ice. All bolts/wing nuts must be lubricated and free spinning.
- When the driver is assigned a rack, wait for the Loader to assist in the spotting of the trailer. Trailers must be spotted correctly for the loading platforms to be lowered into the proper position.
- Set the parking brake. Turn off CB radio and all interior and exterior lights. Usage of cell phones is not allowed at the rack. They are allowed to be used at the Driver's Trailer.
- Drivers must place yellow wheel chock before loading can begin. Driver will be responsible for removing and properly storing the wheel chock prior to moving their truck.
- Plug in grounding wire and confirm red strobe light is flashing.
- Driver must verify to Loader that all valves and safeties (internal and external) are closed and secured with dust covers. FAILURE TO DO SO WILL RESULT IN NOT BEING LOADED.
- Return to Driver's Trailer until notified by the Loader. You will be called to the office when your bills are ready.
- Thank you for your cooperation. It is required and appreciated for the SAFETY of the CITGO Solvents Truck Loading Rack.



DRIVER'S CHECK-IN PROCEDURE

The driver submits a completed Truckers Request Form, Washout Ticket or Previous Bill of Lading (not greater than 30 days old) to the Truck Rack Clerk or Loader.

The Clerk/Loader will check the Driver's paperwork, and if complete, the driver's paperwork package will be STAMPED INDICATING START of Loading Time Clock.

The driver is instructed to report to the driver's trailer until called to pull Truck under the loading rack for loading.

If CITGO exceeds the two free hours for loading, and the driver stays 15 min over the 2 free hours, a CITGO DELAY SLIP will be issued to the driver noting the start and end loading time, total time elapsed during loading. **(Carrier must submit CITGO DELAY SLIP with Freight Invoice to Claim Loading Demurrage).**

If the driver's paperwork is incomplete or incorrect, the driver will be directed to contact his/her dispatcher for correct order information.

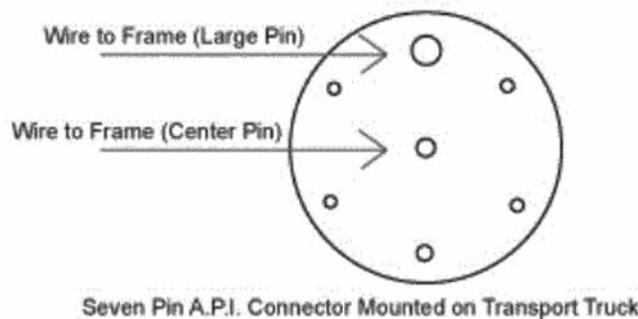
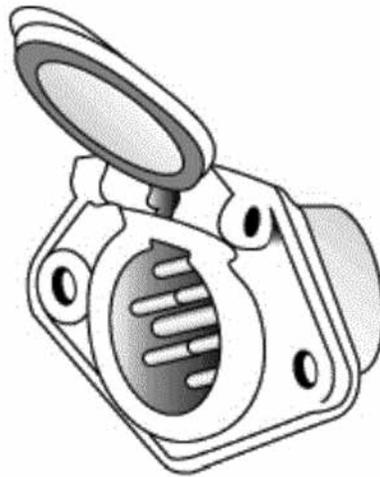
The Loading Time Clock does not start until a completed Truckers Request Form, Washout Ticket or Previous Bill of Lading (not greater than 30 days old) has been deemed complete and time stamped.

Time lost by the driver completing Truckers Request Form or gathering the Washout Ticket or Previous Bill of Lading does not go against the 2 Free Hours Loading Time.

“ATTACHMENT A”

ALL DRIVERS

GROUNDING REQUIREMENT FOR THE CITGO PETROLEUM CORPORATION SOLVENT TRUCK LOADING RACK



Both the Top Pin and Center Pin must be wired directly to the frame of the trailer by a wire approximately 4 to 5 inches long.

“ATTACHMENT B”



CITGO Petroleum Corporation

Trucker's Request for Petroleum Products

Clock in Here
←

 DATE ??

INSERT IN THE CLOCK

 SHIPPER _____

 ORDER NO. CITGO NINE - TEN DIGIT ORDER NUMBER

 CONSIGNEE PURCHASER'S COMPANY NAME

 CITY ?? STATE ??

Please deliver as follows

You must include the tank specification plate capacity for each compartment in the MAXIMUM CAPACITY column.

| C O M P T | PRODUCT | | GALLONS | |
|-----------------------|--|--|--|---|
| | NAME | CODE NO. | TO BE LOADED | MAXIMUM CAPACITY |
| 1 | CITGO PRODUCT NAME IE: MINERAL SPIRITS, NAPHTHOL, TOLUENE, ETC. | CITGO (FIVE DIGIT) PRODUCT CODE IE: 19024, 19021, 07307 | GALLONS TO BE LOADED FOR EACH COMPARTMENT | MAXIMUM CAPACITY OF EACH COMPARTMENT PER THE TANK SPECIFICATION PLATE |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

This request is not authority to load. It constitutes only application for loading.

 TRAILER LAST CONTAINED LAST CONTENTS TRAILER WAS: STEAMED WASHED DRY

 NAME OF CARRIER ??

 TRACTOR NO. ?? TRAILER NO. ??

 NUMBER OF SEALS ?? NO. OF PLACARDS ??

 DRIVER ??

(Signature)



CITGO Petroleum Corporation

Trucker's Request for Petroleum Products

← Clock in Here

DATE _____

INSERT IN THE CLOCK

SHIPPER _____

ORDER NO. _____

CONSIGNEE _____

CITY _____ STATE _____

Please deliver as follows

You must include the tank specification plate capacity for each compartment in the MAXIMUM CAPACITY column.

| C O M P T | PRODUCT | | GALLONS | |
|-----------------------|---------|----------|--------------|------------------|
| | NAME | CODE NO. | TO BE LOADED | MAXIMUM CAPACITY |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

This request is not authority to load. It constitutes only application for loading.

TRAILER LAST CONTAINED _____ TRAILER WAS: STEAMED WASHED DRY

NAME OF CARRIER _____

TRACTOR NO. _____ TRAILER NO. _____

NUMBER OF SEALS _____ NO. OF PLACARDS _____

DRIVER _____

REF-171114-002

(Signature)

Requirements:

1. Truck Height must be under 12' 6".
2. Trailer must have 7-prong ground plug.
3. Trailer capacity must come from spec plate and be accurate on loading form (failure to do so will result in rejection and inability to load).
4. Internal and external valves must be closed and secured with dust covers (failure to do so will result in rejection and inability to load).
5. Cell phone usage prohibited past office area.

ALL DRIVERS READ THIS

It is **YOUR RESPONSIBILITY** to know the capacity of your trailer.

Compartment capacities listed on your request **MUST BE** taken from the Manufacturer's Specification Plate mounted on your trailer.

Anyone who requests more product to be loaded than the capacity listed on your trailer's Manufacturer's Specification Plate will be moved to the back of the line and all other trucks in the facility at that time will be loaded ahead of you!

Randy Cox, Loading Operations Manager
July 23, 2009

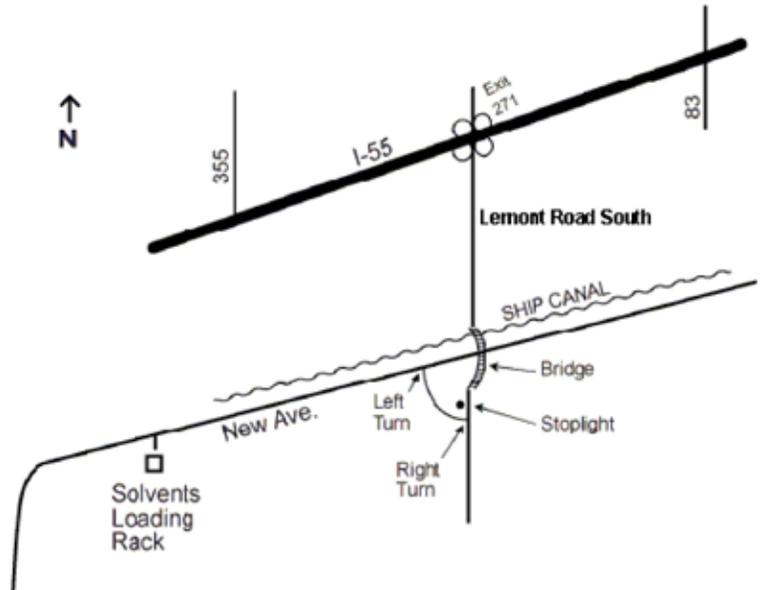


Directions to: CITGO Petroleum Corporation

Lemont Refinery – Solvents Truck Rack “Gate 53”
601 New Avenue • Lemont, IL 60439
630-257-4550

Directions from I-55:

1. Take I-55 to Lemont Road.
2. Proceed south on Lemont Road. Go over the Chicago Sanitary & Ship Canal Bridge to the stoplight at the foot of the bridge.
3. Turn right and loop back to New Avenue (New Avenue runs under the bridge you just crossed).
4. Turn left on New Avenue.
5. The solvent truck loading rack is approximately three miles down on the left side, directly under the rack of overhead piping that crosses the road.



Directions from I-355:

1. Take I-355 to 127th Street, exit # 8, and head West.
2. Turn right at New Avenue (The Fuels Loading Rack is located at this corner).
3. Drive North 0.3 miles to the Solvents Loading Rack on your right, the East side of New Avenue.





Temperature Conversion (gross gallons to net gallons)

It is CITGO's position that we will not knowingly overload a truck or allow an overloaded truck to leave our facility. However, we also feel that it is the carrier's/driver's responsibility to ensure that the gallons requested can be transported legally. This includes the necessary adjustment of gross gallons (gallons at loading temperature) to net gallons (gallons at 60° Fahrenheit) as outlined in the following paragraph.

The Solvents Truck Rack at Lemont utilizes state approved and certified meters to load the gross gallons requested on any given order. The actual net gallons at 60° Fahrenheit loaded will vary depending on the product loading temperature. Generally, in the winter the net gallons will be more than the gross gallons and in the summer the net gallons will be less than the gross. This is all a function of the product temperature at loading.

Example: 6,500 gallons of Toluene loaded at 30° Fahrenheit product temperature.

6,500 gallons gross loaded at 30° Fahrenheit = 47,190 pounds.

Coefficient of expansion to convert to 60° Fahrenheit is 1.0177.

$6,500 \times 1.0177 = 6,615$ net gallons

$6,615$ net gallons $\times 7.26$ lbs./gallon = 48,025 pounds

A difference of 835 pounds more on a net basis vs. gross basis.

These variances in gross vs. net should be taken into account when completing your loading request at the refinery.

The actual net gallons will fluctuate depending on the temperature of the product being loaded. In the winter when the product being loaded is cold, it contracts or decreases as a result of the cold temperature. In the summer when the product being loaded is hot, it expands. All of our products are sold based on the net gallons at 60°. Thus, in the winter, if you take a cold product (say 30° as an example) and bring it up to 60° the net gallons will increase. Just the opposite, in the summer, if you take a warm product (say 80° as an example) and convert it to 60° it will decrease the net gallons.

During the winter months (November through March), we suggest the drivers request reflects a 3% reduction in gross gallons ordered, if they have any concern about tank capacity or weight limitations.



CITGO PETROLEUM CORPORATION

September 22, 2017

Re: Department of Transportation - HM232

Dear Customer:

As you are aware, the DOT has implemented the new regulation referenced above for all shippers of Hazardous Materials. Its stated purpose is to increase security during all phases of the transportation process. It was published in the Federal Register/Vol 8iNo 57/ Tuesday, March 25, 2003 and is codified in 49CFR Parts 172.704, 172.800, 172.802 and 172.804. It was effective September 25, 2003 with completion of all required training by December 22, 2003.

To insure that our customers are also in compliance, we require the following from you or your designated carrier. If you operate your own fleet and pick up at our facility, we require a letter from you on your letterhead stating that you are in full compliance with all requirements of HM232. If you utilize motor carriers to pick up for you, we require the carrier to provide directly to us that same certification on their letterhead. All notifications from either you or your carrier should be sent to:

ATTN: Transportation Manager
CITGO Petroleum Corporation
135th Street & New Ave
Lemont, Il 60439