

www.magellanlp.com
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Emergencies Call
1-877-852-0015

DRIVER INSTRUCTIONS



FOR ALL LOADING and UNLOADING FACILITIES

Gasoline, Distillates, Transmix
Propane
Butane
Ethanol/Crude Oil



a Subsidiary of ONEOK, Inc

Revised 4/1/2024

EMERGENCY RESPONSE

FIRE

CAUTION: All these products have a very low flash point: Use of water spray when fighting fire may be inefficient.

Small Fire

- Dry chemical, CO₂, water spray or alcohol-resistant foam.

Large Fire

- Water spray, fog or alcohol-resistant foam.
- Move containers from fire area if you can do it without risk.
- Dike fire-control water for later disposal; do not scatter the material.
- Use water spray or fog; do not use straight streams.

Fire involving Tanks or Car/Trailer Loads

- Fight fire from maximum distance or use unmanned hose holders or monitor nozzles.
- Cool containers with flooding quantities of water until well after fire is out.
- Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank.
- ALWAYS stay away from tanks engulfed in fire.
- For massive fire, use unmanned hose holders or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

SPILL OR LEAK

- Fully encapsulating, vapor-protective clothing should be worn for spills and leaks with no fire.
- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded.
- Do not touch or walk through spilled material.
- Stop leak if you can do it without risk.
- Prevent entry into waterways, sewers, basements or confined areas.
- A vapor-suppressing foam may be used to reduce vapors.

Small Spill

- Absorb with earth, sand or other non-combustible material and transfer to containers for later disposal.
- Use clean, non-sparking tools to collect absorbed material.

Large Spill

- Dike far ahead of liquid spill for later disposal.
- Water spray may reduce vapor, but may not prevent ignition in closed spaces.

FIRST AID

- Ensure that medical personnel are aware of the material(s) involved and take precautions to protect themselves.
- Move victim to fresh air. • Call 911 or emergency medical service.
- Give artificial respiration if victim is not breathing.
- **Do not use mouth-to-mouth method if victim ingested or inhaled the substance; give artificial respiration with the aid of a pocket mask equipped with a one-way valve or other proper respiratory medical device.**
- Administer oxygen if breathing is difficult.
- Remove and isolate contaminated clothing and shoes.
- In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.
- Wash skin with soap and water.
- In case of burns, immediately cool affected skin for as long as possible with cold water. Do not remove clothing if adhering to skin. • Keep victim calm and warm.
- Effects of exposure (inhalation, ingestion or skin contact) to substance may be delayed.

GUIDE FLAMMABLE LIQUIDS - TOXIC 131

POTENTIAL HAZARDS

HEALTH

- **TOXIC; may be fatal if inhaled, ingested or absorbed through skin.**
- Inhalation or contact with some of these materials will irritate or burn skin and eyes.
- Fire will produce irritating, corrosive and/or toxic gases.
- Vapors may cause dizziness or suffocation.
- Runoff from fire control or dilution water may cause pollution.

FIRE OR EXPLOSION

- **HIGHLY FLAMMABLE: Will be easily ignited by heat, sparks or flames.**
- Vapors may form explosive mixtures with air.
- Vapors may travel to source of ignition and flash back.
- Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks).
- Vapor explosion and poison hazard indoors, outdoors or in sewers.
- Those substances designated with a (P) may polymerize explosively when heated or involved in a fire.
- Runoff to sewer may create fire or explosion hazard.
- Containers may explode when heated.
- Many liquids are lighter than water.

PUBLIC SAFETY

- **CALL EMERGENCY RESPONSE Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover.**
- As an immediate precautionary measure, isolate spill or leak area for at least 50 meters (150 feet) in all directions.
- Keep unauthorized personnel away.
- Stay upwind, uphill and/or upstream.
- Ventilate closed spaces before entering.

PROTECTIVE CLOTHING

- Wear positive pressure self-contained breathing apparatus (SCBA).
- Wear chemical protective clothing that is specifically recommended by the manufacturer. It may provide little or no thermal protection.
- Structural firefighters' protective clothing provides limited protection in fire situations ONLY; it is not effective in spill situations where direct contact with the substance is possible.

EVACUATION

Spill

- See **Table 1 - Initial Isolation and Protective Action Distances** for highlighted materials. For non-highlighted materials, increase, in the downwind direction, as necessary, the isolation distance shown under "PUBLIC SAFETY".

Fire

- If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.



In Canada, an Emergency Response Assistance Plan (ERAP) may be required for this product. Please consult the shipping document and/or the ERAP Program Section (page 391).

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INTRODUCTION

This booklet relates to loading and unloading assets operated by affiliates of Magellan Midstream Partners, L.P. (hereafter called the "Facilities").

The purpose of this booklet is to provide the Carrier and Driver with the general operating methods for Magellan truck loading/unloading Facilities. This booklet also provides the safety procedures, rules and requirements that must be followed to ensure safe and efficient operations.

This booklet is designed to supplement the Site-Specific instructions that a Driver must receive from Magellan personnel. Therefore, it is extremely important to thoroughly read and understand this Driver Instructions booklet.

TERMS

In this booklet, the motor carrier company, whether 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 Carrier as an employee, contractor, sole proprietor or agent. The *Supplier* is the product owner who has requested Magellan to deliver the product to a specific truck loading/unloading Facility. Magellan is the owner of the Facility and may be Magellan Terminals Holding, L.P. or Magellan Pipeline Company, L.P. or other Magellan subsidiaries. References in this booklet to "Company" will mean the applicable Magellan entity owning the Facility.

Select Facilities are designed and equipped for loading/unloading motor carrier transports by their Drivers. Successful operation of the driver loading/unloading program requires close and continued cooperation between Magellan and the motor carrier. Thoroughly training the motor carrier Driver in the proper loading procedure is essential.

Improper loading/unloading of petroleum products can be dangerous. Fire or explosion can occur if the vapors from petroleum fuels (gasoline, butane, propane) are ignited by an ignition source such as an open flame, spark or static electricity. Products under pressure like propane and butane, can cause severe burns.

If Magellan determines, after the Carrier's Driver completes the training sessions, that the Carrier's Driver is unable to follow the safety procedures, rules and requirements of the Driver Instructions booklet, the individuals loading/unloading or access privileges at Magellan may be suspended or terminated at all Magellan facilities.

NOTE: Magellan personnel will require card access activated drivers to complete the Magellan Driver Safety Training Certificate (Form 09-FORM-1056) every two years. Please note that it requires your driver's license number and signature and the signature of the Magellan employee who trained you and witnessed your signature.

GASOLINE, DISTILLATES, SWEET CRUDE OIL

FLAMMABLE LIQUIDS (WATER-IMMISCIBLE) **GUIDE 128**

EMERGENCY RESPONSE

FIRE

CAUTION: All these products have a very low flash point: Use of water spray when fighting fire may be inefficient.

CAUTION: For mixtures containing alcohol or polar solvent, alcohol-resistant foam may be more effective.

Small Fire

- Dry chemical, CO₂, water spray or regular foam.

Large Fire

- Water spray, fog or regular foam.
- **Do not use straight streams.**
- Move containers from fire area if you can do it without risk.

Fire Involving Tanks or Car/Trailer Loads

- Fight fire from maximum distance or use unmanned hose holders or monitor nozzles.
- Cool containers with flooding quantities of water until well after fire is out.
- Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank.
- **ALWAYS** stay away from tanks engulfed in fire.
- For massive fire, use unmanned hose holders or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

SPILL OR LEAK

- **ELIMINATE** all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded.
- Do not touch or walk through spilled material.
- Stop leak if you can do it without risk.
- Prevent entry into waterways, sewers, basements or confined areas.
- A vapor-suppressing foam may be used to reduce vapors.
- Absorb or cover with dry earth, sand or other non-combustible material and transfer to containers.
- Use clean, non-sparking tools to collect absorbed material.

Large Spill

- Dike far ahead of liquid spill for later disposal.
- Water spray may reduce vapor, but may not prevent ignition in closed spaces.

FIRST AID

- Ensure that medical personnel are aware of the material(s) involved and take precautions to protect themselves.
- Move victim to fresh air.
- Call 911 or emergency medical service.
- Give artificial respiration if victim is not breathing.
- Administer oxygen if breathing is difficult.
- Remove and isolate contaminated clothing and shoes.
- In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.
- Wash skin with soap and water.
- In case of burns, immediately cool affected skin for as long as possible with cold water. Do not remove clothing if adhering to skin.
- Keep victim calm and warm.

GASOLINE, DISTILLATES, SWEET CRUDE OIL

INTRODUCTION

GUIDE 128 FLAMMABLE LIQUIDS (WATER-IMMISCIBLE)

POTENTIAL HAZARDS

FIRE OR EXPLOSION

- **HIGHLY FLAMMABLE:** Will be easily ignited by heat, sparks or flames.
- Vapors may form explosive mixtures with air.
- Vapors may travel to source of ignition and flash back.
- Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks).
- Vapor explosion hazard indoors, outdoors or in sewers.
- Those substances designated with a (P) may polymerize explosively when heated or involved in a fire.
- Runoff to sewer may create fire or explosion hazard.
- Containers may explode when heated.
- Many liquids are lighter than water.
- Substance may be transported hot.
- For hybrid vehicles, GUIDE 147 (lithium ion batteries) or GUIDE 138 (sodium batteries) should also be consulted.
- **If molten aluminum is involved, refer to GUIDE 169.**

HEALTH

- Inhalation or contact with material may irritate or burn skin and eyes.
- Fire may produce irritating, corrosive and/or toxic gases.
- Vapors may cause dizziness or suffocation.
- Runoff from fire control or dilution water may cause pollution.

PUBLIC SAFETY

- **CALL EMERGENCY RESPONSE Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover.**
- As an immediate precautionary measure, isolate spill or leak area for at least 50 meters (150 feet) in all directions.
- Keep unauthorized personnel away.
- Stay upwind, uphill and/or upstream.
- Ventilate closed spaces before entering.

PROTECTIVE CLOTHING

- Wear positive pressure self-contained breathing apparatus (SCBA).
- Structural firefighters' protective clothing will only provide limited protection.

EVACUATION

Large Spill

- Consider initial downwind evacuation for at least 300 meters (1000 feet).

Fire

- If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.



In Canada, an Emergency Response Assistance Plan (ERAP) may be required for this product. Please consult the shipping document and/or the ERAP Program Section (page 391).

VIOLENCE IN THE WORKPLACE

Magellan 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 Magellan property.

WARNING: Any person demonstrating workplace violence will risk criminal prosecution and permanent loss of loading/unloading privileges at all Magellan facilities.

WEAPONS

Company prohibits individuals from carrying firearms at any of its facilities, although firearms may be stored and locked in vehicles as state law may allow. Site specific notices are posted prominently at each individual facility in compliance with the applicable state laws. Drivers need to be aware of and must comply with these individual site specific requirements.

Possession or use of weapons on Magellan property is strictly prohibited. Weapons include any object or instrument designed to be used or that is used in such a manner as to be threatening or to cause bodily injury or death to another person. Examples include, but are not limited to firearms, knives, bombs, and the like.

GENERAL SAFETY REQUIREMENTS

Drivers must strictly adhere to the procedures and requirements included in this booklet.

The following are safety requirements for all Magellan facilities:

- **SMOKING IS PROHIBITED:** Smoking of any tobacco product, including the use of an e-cigarette, is prohibited, except outside the Magellan property fence or in posted designated smoking areas.

WARNING: DO NOT drive into loading area if there is any evidence of standing product in the loading area. Notify Magellan personnel immediately.

WARNING: DO NOT drive into a vapor cloud. Notify Magellan personnel immediately.

- **NEVER LEAVE THE TRUCK UNATTENDED DURING THE LOADING/ UNLOADING PROCESS.**
- **DO NOT OVERLOAD.** Overloading is both illegal and dangerous. It is the Driver's responsibility to understand and comply with all DOT motor carrier and hazardous materials regulations.
- The Driver should restrict movement within the Facility to the Operations Center, Drivers Room, Facility Office, restroom and those areas necessary for truck loading/unloading and ticketing, unless otherwise authorized or directed by Magellan personnel.
- The Driver should maintain awareness of the Facility surroundings at all times. Report any unfamiliar or unusual sights, sounds, smells or mechanical malfunctions immediately to Magellan personnel.
- Follow the Emergency Procedures contained in this booklet in the event of a product release, injury or any emergency situation.
- It is Company policy to shut off the engine and remove the key if a truck is unattended at any time.
- Diesel engine regeneration is not allowed while on Company property.

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

>10% ETHANOL and PETROLEUM MIXTURES

FLAMMABLE LIQUIDS
(WATER-MISCIBLE) **GUIDE**
127

EMERGENCY RESPONSE

FIRE

CAUTION: All these products have a very low flash point: Use of water spray when fighting fire may be inefficient.

CAUTION: For fire involving UN1170, UN1987 or UN3475, alcohol-resistant foam should be used.

Small Fire

- Dry chemical, CO₂, water spray or alcohol-resistant foam.

Large Fire

- Water spray, fog or alcohol-resistant foam.
- Do not use straight streams.
- Move containers from fire area if you can do it without risk.

Fire involving Tanks or Car/Trailer Loads

- Fight fire from maximum distance or use unmanned hose holders or monitor nozzles.
- Cool containers with flooding quantities of water until well after fire is out.
- Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank.
- ALWAYS stay away from tanks engulfed in fire.
- For massive fire, use unmanned hose holders or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

SPILL OR LEAK

- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded.
- Do not touch or walk through spilled material.
- Stop leak if you can do it without risk.
- Prevent entry into waterways, sewers, basements or confined areas.
- A vapor-suppressing foam may be used to reduce vapors.
- Absorb or cover with dry earth, sand or other non-combustible material and transfer to containers.
- Use clean, non-sparking tools to collect absorbed material.

Large Spill

- Dike far ahead of liquid spill for later disposal.
- Water spray may reduce vapor, but may not prevent ignition in closed spaces.

FIRST AID

- Ensure that medical personnel are aware of the material(s) involved and take precautions to protect themselves.
- Move victim to fresh air.
- Call 911 or emergency medical service.
- Give artificial respiration if victim is not breathing.
- Administer oxygen if breathing is difficult.
- Remove and isolate contaminated clothing and shoes.
- In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.
- Wash skin with soap and water.
- In case of burns, immediately cool affected skin for as long as possible with cold water. Do not remove clothing if adhering to skin.
- Keep victim calm and warm.

>10% ETHANOL and PETROLEUM MIXTURES

GUIDE 127 FLAMMABLE LIQUIDS (WATER-MISCIBLE)

POTENTIAL HAZARDS

FIRE OR EXPLOSION

- **HIGHLY FLAMMABLE:** Will be easily ignited by heat, sparks or flames.
- Vapors may form explosive mixtures with air.
- Vapors may travel to source of ignition and flash back.
- Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks).
- Vapor explosion hazard indoors, outdoors or in sewers.
- Those substances designated with a (P) may polymerize explosively when heated or involved in a fire.
- Runoff to sewer may create fire or explosion hazard.
- Containers may explode when heated.
- Many liquids are lighter than water.

HEALTH

- Inhalation or contact with material may irritate or burn skin and eyes.
- Fire may produce irritating, corrosive and/or toxic gases.
- Vapors may cause dizziness or suffocation.
- Runoff from fire control may cause pollution.

PUBLIC SAFETY

- **CALL EMERGENCY RESPONSE Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover.**
- As an immediate precautionary measure, isolate spill or leak area for at least 50 meters (150 feet) in all directions.
- Keep unauthorized personnel away.
- Stay upwind, uphill and/or upstream.
- Ventilate closed spaces before entering.

PROTECTIVE CLOTHING

- Wear positive pressure self-contained breathing apparatus (SCBA).
- Structural firefighters' protective clothing will only provide limited protection.

EVACUATION

Large Spill

- Consider initial downwind evacuation for at least 300 meters (1000 feet).

Fire

- If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.



In Canada, an Emergency Response Assistance Plan (ERAP) may be required for this product. Please consult the shipping document and/or the ERAP Program Section (page 391).

GENERAL SAFETY REQUIREMENTS

- **CONDITIONS AT THE LOADING/UNLOADING AREA MAY BE SLIPPERY.** Petroleum products and water may be present at the loading/unloading area. If the temperature is at or below 32° Fahrenheit, ice may accumulate at the loading/unloading area. Drivers must proceed with caution every time they load/unload at the Facility.
- If the loading/unloading area is occupied, the next truck must remain behind the yellow line or designated waiting area until the area is clear. **Do not** approach the area if there is evidence of any released product.
- Report potential hazards and security problems to Magellan employees while on the premises. If a potential hazard or security problem is identified during unmanned hours, call the 24-hour number posted at the Facility immediately or Operations Control at 800-720-2417.

PPE REQUIREMENTS

At all Facilities, Magellan requires the following minimum PPE:

- ANSI Z89 approved head protection/hard hat
- ANSI Z87 approved safety eyewear with side protection.
- Flame-resistant clothing (FRC) - at a minimum, an FRC lab coat shall be worn in conjunction with long sleeved shirt and full length pants.
- Leather, closed toe boots, with slip resistant soles.
- Leather or similar gloves to be worn when connecting and disconnecting the load arms.

At Facilities that load/unload products that may contain hydrogen sulfide (H₂S) you must also:

- Wear a personal H₂S Monitor.

SAFETY DATA SHEETS

If a material Safety Data Sheet (SDS) is needed, please contact Magellan personnel directly. Magellan strongly encourages each Driver to use the material SDSs to become familiar with the physical properties, hazards and suggested medical concerns and treatment of each product and chemical they may encounter at Magellan's facilities.

GENERAL SAFETY REQUIREMENTS

EMERGENCY RESPONSE GUIDES

Per 49 CFR part 172.600, Magellan is making available the applicable Emergency Response Guide (ERG) pages for the products that are loaded at our loading racks. They will be available in a common area available to the transport drivers. The BOL that you received for the load has the corresponding ERG number to the right of the shipping name in the upper left section of the BOL.

If you do not have the orange emergency response guidebook or the Magellan drivers training manual or the correct ERG page from a previous load readily accessible on your truck, please take an appropriate copy for your load.

ACCIDENTS

Any accident occurring on Magellan property that results in personal injury or damage to the Facility must be reported to Magellan personnel immediately before a Driver moves the truck or leaves the property.

In the event of an accident or product release outside of the Facility, contact the Carrier and or local emergency response personnel for assistance.

WARNING: Any person failing to comply with these safety requirements will risk permanent loss of loading/unloading privileges at all Magellan facilities.

PROPANE and BUTANE

GASES - FLAMMABLE
(INCLUDING REFRIGERATED LIQUIDS) **GUIDE**
115

EMERGENCY RESPONSE

FIRE

- DO NOT EXTINGUISH A LEAKING GAS FIRE UNLESS LEAK CAN BE STOPPED.

CAUTION: Hydrogen (UN1049), Deuterium (UN1957) and Hydrogen, refrigerated liquid (UN1966) burn with an invisible flame. Hydrogen and Methane mixture, compressed (UN2034) may burn with an invisible flame.

Small Fire

- Dry chemical or CO₂.

Large Fire

- Water spray or fog.
- Move containers from fire area if you can do it without risk.

Fire involving Tanks

- Fight fire from maximum distance or use unmanned hose holders or monitor nozzles.
- Cool containers with flooding quantities of water until well after fire is out.
- Do not direct water at source of leak or safety devices; icing may occur.
- Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank.
- ALWAYS stay away from tanks engulfed in fire.
- For massive fire, use unmanned hose holders or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

SPILL OR LEAK

- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded.
- Do not touch or walk through spilled material.
- Stop leak if you can do it without risk.
- If possible, turn leaking containers so that gas escapes rather than liquid.
- Use water spray to reduce vapors or divert vapor cloud drift. Avoid allowing water runoff to contact spilled material.
- Do not direct water at spill or source of leak.
- Prevent spreading of vapors through sewers, ventilation systems and confined areas.
- Isolate area until gas has dispersed.

CAUTION: When in contact with refrigerated/cryogenic liquids, many materials become brittle and are likely to break without warning.

FIRST AID

- Ensure that medical personnel are aware of the material(s) involved and take precautions to protect themselves.
- Move victim to fresh air.
- Call 911 or emergency medical service.
- Give artificial respiration if victim is not breathing.
- Administer oxygen if breathing is difficult.
- Remove and isolate contaminated clothing and shoes.
- Clothing frozen to the skin should be thawed before being removed.
- In case of contact with liquefied gas, thaw frosted parts with lukewarm water.
- In case of burns, immediately cool affected skin for as long as possible with cold water. Do not remove clothing if adhering to skin.
- Keep victim calm and warm.

PROPANE and BUTANE

GUIDE 115 GASES - FLAMMABLE (INCLUDING REFRIGERATED LIQUIDS)

POTENTIAL HAZARDS

FIRE OR EXPLOSION

- **EXTREMELY FLAMMABLE.**

- Will be easily ignited by heat, sparks or flames.
- Will form explosive mixtures with air.
- Vapors from liquefied gas are initially heavier than air and spread along ground.

CAUTION: Hydrogen (UN1049), Deuterium (UN1957), Hydrogen, refrigerated liquid (UN1966) and Methane (UN1971) are lighter than air and will rise. Hydrogen and Deuterium fires are difficult to detect since they burn with an invisible flame. Use an alternate method of detection (thermal camera, broom handle, etc.)

- Vapors may travel to source of ignition and flash back.
- Cylinders exposed to fire may vent and release flammable gas through pressure relief devices.
- Containers may explode when heated.
- Ruptured cylinders may rocket.

HEALTH

- Vapors may cause dizziness or asphyxiation without warning.
- Some may be irritating if inhaled at high concentrations.
- Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite.
- Fire may produce irritating and/or toxic gases.

PUBLIC SAFETY

- **CALL EMERGENCY RESPONSE Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover.**
- As an immediate precautionary measure, isolate spill or leak area for at least 100 meters (330 feet) in all directions.
- Keep unauthorized personnel away.
- Stay upwind, uphill and/or upstream.
- Many gases are heavier than air and will spread along ground and collect in low or confined areas (sewers, basements, tanks).

PROTECTIVE CLOTHING

- Wear positive pressure self-contained breathing apparatus (SCBA).
- Structural firefighters' protective clothing will only provide limited protection.
- Always wear thermal protective clothing when handling refrigerated/cryogenic liquids.

EVACUATION

Large Spill

- Consider initial downwind evacuation for at least 800 meters (1/2 mile).

Fire

- If tank, rail car or tank truck is involved in a fire, ISOLATE for 1600 meters (1 mile) in all directions; also, consider initial evacuation for 1600 meters (1 mile) in all directions.
- In fires involving Liquefied Petroleum Gases (LPG) (UN1075); Butane, (UN1011); Butylene, (UN1012); Isobutylene, (UN1055); Propylene, (UN1077); Isobutane, (UN1969); and Propane, (UN1978), also refer to BLEVE – SAFETY PRECAUTIONS (Page 368)



In Canada, an Emergency Response Assistance Plan (ERAP) may be required for this product. Please consult the shipping document and/or the ERAP Program Section (page 391).

CARRIER RESPONSIBILITIES

LAW

The Carrier shall follow all applicable laws and regulations regarding the transportation of hazardous materials. Specifically, the Driver is responsible for ensuring compliance with the Department of Transportation ("DOT") regulations in 49 CFR Part 177 which includes:

- Understanding any special vehicle handling characteristics and following loading/unloading procedures.
- Understanding the properties and hazards of the material transported.
- Ensuring bonding and grounding occurs during loading/unloading operations.

In addition, the Carrier is responsible for compliance with Title 49 CFR Part 172, subpart I—Safety and Security Plans.

Security for Hazardous Materials that have departed the Facility will be the responsibility of the transporting Carrier. The Drivers should contact their company/office, Not Magellan and/or the Facility, for assistance or information concerning security of their trucks and the product they carry. In the event of unauthorized access to the transport truck, the Driver should call 911 or the local police for assistance.

If the Driver observes a security incident within or around the Facility, the incident must be reported to Magellan personnel immediately. If the Facility is unmanned at the time, the Driver should immediately call 911 then notify the Magellan On-Call personnel.

EQUIPMENT AND MATERIALS

The truck and all protective equipment shall be in safe working order. The truck must be equipped with handbrakes (parking brakes) or brake locking devices (e.g., Dixie Gate) and with grounding and overfill protection equipment that is compatible with Magellan's grounding and overfill protection system.

It is essential that nothing be removed from the loading/unloading area. Carriers will be held responsible for any removal of Magellan equipment and/or material and/or damage to the Facility by a Driver(s).

CARRIER RESPONSIBILITIES

NOTE:

When loading and pressurized transport trailer (propane, and butane) the Carrier will need to inform Magellan personnel of any trailer that does not have a minimum of 40 psi, prior to loading.

NOTE:

Cargo Tank Motor Vehicles in Liquefied Compressed Gas (LPG) service (butane and propane) must comply with all applicable DOT requirements for emergency discharge control equipment. This responsibility is the Carrier's, not Magellan's.

Magellan will address plant equipment damage on a case-by-case basis.

It is the Carrier's responsibility, prior to loading, to ensure the trailer has been properly purged.

TRAILER CERTIFICATION

Butane/propane Carriers must maintain all applicable State and Federal certification including, but not limited to; Annual Vehicle Safety Inspection, Annual External Visual Inspection (V), Annual Leakage Test (K), and 5-year Pressure Test (P), per 49 CFR § 180.407. In addition, trailers must remain vapor tight. Carriers are responsible to make necessary repairs.

BOTTOM-LOADING FACILITIES

At bottom-loading Facilities, your trailer must be certified annually as VAPOR TIGHT by EPA Method 27 (40 CFR 60 Subpart XX, Appendix A). In addition, trailers must remain vapor tight. Carriers are responsible for making necessary repairs to ensure that vapors do not escape from the trailer while loading.

NOTE:

- 1) A valid vapor tightness test report must be filed annually at the Facility for each trailer (a DOT pressure test is not acceptable).
- 2) Drivers are required to have all pertinent state-required vapor tightness stickers.

A valid Vapor Tightness Certificate (VTC) and Truck Safety Equipment Verification (TSEV) form are required for **all products** loaded at Magellan facilities.

NON CARD ACTIVATED CRUDE OIL UNLOADING

Sweet Crude—Guide 128, Sour Crude—Guide 131

ALL DRIVERS AT A CRUDE OIL FACILITY MUST WEAR A PERSONAL H2S MONITOR.

ENTERING UNLOADING AREA

1. Drive to the designated location and position truck to align with company/product designated unloading spot.
2. Set the parking brake before the Driver exits the vehicle or chock the wheels after exiting.
3. Ensure that you have a green "Unload Permissive" light to unload your truck. If there are red lights illuminated, do not attempt to unload.
4. Shut off electronics that are not needed to offload including cell phones. The truck can remain running to power the PTO.
5. Connect grounding cable to the truck and verify the green "Grounded" light is illuminated.

WARNING: Tampering with or bypassing any grounding or safety devices will result in suspension of unloading and/or loading privileges.

PREPARING TO UNLOAD

1. Attach hose to truck connection. Control spillage from hose and truck connection using CARRIER PROVIDED CONTAINMENT. Pour any collected crude oil into the drain where you return the hose.
2. Driver/carrier will be held responsible for failure to vent tanker properly.
3. If oil is present, allow pump unit to pull enough oil off to reduce venting vapor or collect in drip pan. Driver will be held responsible for failure to vent tanker properly.
4. Once trailer is emptied, ensure the hose is completely drained prior to disconnecting the unloading hose.
5. Slowly and carefully remove hose from offloading connection catching any spillage in CARRIER PROVIDED CONTAINMENT. Pour any collected crude oil into the drain where you return the hose.
6. Replace Cap on Connecting fitting.
7. Disconnect ground.
8. Restart truck and safely exit the area.

ETHANOL, GASOLINE, DISTILLATES, TRANSMIX and CARD ACTIVATED CRUDE OIL UNLOADING

Ethanol—Guide 127, Sweet Crude—Guide 128, Sour
Crude—Guide 131

UNLOADING

Specific instructions for unloading your truck for this Facility will be given by Magellan personnel during Driver training/certification. However, in general terms, these steps would include:

1. Ensure TRUE ground. If applicable, utilize indicator lights to confirm proper ground connection.
2. Connect proper unloading hose(s). For hoses with camlock end fittings (including W-Grade), ensure that the ears of the camlock fittings are properly engaged and are secured with hook-and-loop Velcro straps or some equivalent locking mechanism.
3. For ETHANOL, transfer 100 gallons of product from the truck to the Facility. If required by the Facility, stop unloading until product testing is complete. If sample is acceptable, resume unloading, monitoring hose and trailer for any leaks during product transfer.

See "Product Quality" Section

4. When unloading is complete, ensure all valves are closed correctly. Depending on the Facility, Magellan personnel may direct this.
5. Per Facility instruction, properly vent pressure off the unloading hose(s) prior to disconnecting, and drain hoses.
6. Return unloading hose(s) to original position.
7. Return ground cable to original position.
8. Press print button to obtain the Bill of Lading (BOL).
9. Ticketing information must be completed per Facility requirements.

WARNING: Driver shall remain at the Unloading Area at all times to monitor the unloading process.

WARNING: Drivers are responsible for preventing product releases. Truck valve(s) should be used to shut off product in the event of a release, regardless of the cause.

CARRIER RESPONSIBILITIES

OVERFILL PROTECTION REQUIREMENTS

All Carriers must maintain all applicable State and Federal certification. In order to create a safer work environment and to help reduce spills at the Facility caused by over filling compartments or the malfunction of other safety related equipment on a trailer, an annual (TSEV) is required. The TSEV requires verification that overfill protection equipment and all other safety devices on the transport trailer work correctly and safely. The TSEV must be provided in conjunction with the annual VTC for your trailer.

PRODUCT LOSS

The Carrier assumes custody and control of the product from the time it passes the coupling connection between the Facilities delivery line and the Carrier's truck receiving line or receiving connection (the "Custody Transfer Point"). If mechanical failure occurs and the Driver fails to note it or call Magellan personnel, the Carrier will be held responsible for the product actually measured by the meter.

The Carrier will be held responsible for all product(s) shown on the delivery Bill of Lading (BOL).

PRODUCT CONTAMINATION

It is the Driver's responsibility to be aware of the contents in the trailer prior to loading/unloading. They are also responsible for any product contamination caused by Driver error or by product on the trailer prior to arrival at the Magellan facility. If the trailer is not empty upon arrival at the Facility, Magellan will not be responsible for the quality of the resulting product blend.

NOTE: MAGELLAN DOES NOT PURGE TRAILERS

It is the Carrier's responsibility to notify Magellan personnel of a low-pressure trailer prior to loading. Magellan personnel will only pressure trailers properly purged with propane or butane vapors.

NOTE: Arrangements must be made to pressure trailers during manned business hours.

PROPANE LOADING NOTE: It is the Carrier's responsibility to have trailer properly purged with stench propane vapor.

CARRIER RESPONSIBILITIES

PRODUCT QUALITY (loading)

Magellan is responsible for maintaining the quality of the product that it has received and then delivers over the loading rack. The Carrier is responsible for the product and its quality after it passes the Custody Transfer Point. **JET FUEL:** Prior to loading, you must ensure that the compartment into which you will load jet fuel is free of any other distillates that may contain lubricity additive. Lubricity additive has been identified as a potential contaminant to Jet Fuel, and you should assume that all other distillates contain lubricity additive.

Prevention of lubricity additive contamination is your responsibility. Options include providing a dedicated compartment for Jet Fuel and/or cleaning a compartment prior to loading Jet Fuel.

Prior to loading Ultra-Low Sulfur Diesel fuel, you are responsible for ensuring that the compartment into which you are loading this product is suitable to handle the product.

Magellan is not responsible for the contamination of any petroleum product with residual materials in your trailer; including the contamination of Jet Fuel with residual lubricity additive from previous distillate loads and/or the contamination of Ultra-Low Sulfur Diesel fuel due to contact with residual materials in your trailer.

PRODUCT QUALITY (unloading)

The Carrier is responsible for product quality when it arrives at the Facility. Magellan personnel may verify product quality prior to, or during, unloading by obtaining and testing samples. Loads are subject to rejection based on quality assurance results.

DRIVER AUTHORIZATION

It is the Carrier's responsibility to provide Magellan with written authorization before a Driver will be allowed to load/unload. Only Drivers instructed, certified and carded by Magellan, using this booklet, and site-specific guidelines, may load/unload unattended. The Carrier is urged to contact Magellan to make arrangements for Driver training/certification prior to sending new Drivers, Drivers requiring recertification or any other untrained Driver to the Facility. Furthermore, Magellan strongly encourages Carriers to have new Drivers ride and perform loading with experienced Drivers prior to attempting to receive certification for loading/unloading by a Magellan employee.

ETHANOL, GASOLINE, DISTILLATES, TRANSMIX and CARD ACTIVATED CRUDE OIL UNLOADING

Ethanol—Guide 127, Sweet Crude—Guide 128, Sour
Crude—Guide 131

Trucks delivering ethanol shall either have a dedicated trailer or the trailer shall be thoroughly emptied and cleaned prior to transporting ethanol to Magellan facilities.

ALL DRIVERS AT A CRUDE OIL FACILITY MUST WEAR A PERSONAL H₂S MONITOR

ENTERING UNLOADING AREA

1. Drive to Yellow Safety Line or designated location and perform a detailed walk-around inspection of the truck and trailer before pulling up to an unloading spot. The parking brake should be set before the Driver exits the vehicle.
2. Remain in the Facility designated staging area until unloading area is completely clear and unoccupied. Drive slowly to designated unloading area.
3. Visually inspect the trailer to verify there are no open or leaking outlet valves or fittings prior to, during and after unloading.

PREPARING TO UNLOAD

1. Shut off engine, lights and ignition. DO NOT LEAVE ENGINE RUNNING.
2. Set parking brake.
3. Shipping papers must be presented to Magellan personnel prior to unloading. Connect the ground cable.
4. Contact Magellan personnel prior to opening any valves.

NOTE: If at a crude oil Facility you must also wear a personal H₂S Monitor.

NOTE: The grounding cable must be the first piece of equipment connected and the last piece of equipment disconnected.

WARNING: Tampering with or bypassing any grounding, overfill protection or other loading safety devices will result in suspension of loading privileges.

BUTANE UNLOADING

ERG Guide 115

11. Return ground cable to original position.
12. Ticketing information must be completed prior to leaving the Magellan facility.

WARNING: DRIVER SHALL REMAIN AT THE UNLOADING AREA AT ALL TIMES TO MONITOR THE UNLOADING PROCESS.

WARNING: Drivers are responsible for preventing product releases. Truck valve(s) should be used to shut off product in the event of a release, regardless of the cause.

CARRIER RESPONSIBILITIES

DRIVER LOADING CARDS

Magellan will provide certified Drivers, under the authority of their Carriers, with a loading card required for access and loading at Magellan facilities. The Driver assumes full responsibility for custody of the card and must not allow any other persons to use it. Personal Identification Numbers (PINs) are the responsibility of the Driver to secure.

The Drivers must notify Magellan immediately if the loading card is lost or misplaced and must promptly return the card if their employment terminates or they discontinue loading for any reason.

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 Magellan upon request. **Carriers are required to verify and maintain the correct levels of insurance through the Magellan portal system.**

VEHICLE PLACARDING AND MARKING

It is the Drivers responsibility to ensure that all required placards and applicable vehicle markings are clearly visible and are appropriately displayed prior to departing a Magellan facility.

MINIMUM FACILITY STANDARDS/REQUIREMENTS

The following are minimum standards and requirements that Drivers must adhere to when entering a Magellan facility. Same facilities may have additional requirements.

- Enter through main gate or designated gate (use your Driver loading card or PIN to operate automatic gate, if applicable).

NOTE: Any passenger in the truck must wait in the Facility office/lounge while you load/unload.

Exception: Another Driver riding with you for the purpose of training may be allowed to remain with you provided they are on the Carrier's list of approved Drivers.

- Observe maximum speed limit of 10 MPH or slower if directed/posted.
- Turn off all electronic equipment (including, but not limited to: CBs, radios, radar detectors, cellular phones, GPS devices, Bluetooth devices, beepers and personal computers) before entering the loading/unloading area.
- Tracking computers must be in "hibernate" or "sleep" mode when the truck is turned off or the tracking computer must be turned off before entering the loading/unloading area.
- At all LOADING and UNLOADING Facilities the Driver shall drive to Yellow Safety Line or designated location and perform a detailed walk-around inspection of the truck and trailer before pulling under into the loading/unloading area. The parking brake should be set before the Driver exits the vehicle.
- Drive only in authorized areas. Set parking brake when vehicle is left unattended.
- Under no circumstances shall a transport tractor and trailer be disconnected or separated loading or unloading.
- **Backing up under the rack is prohibited.**

BUTANE UNLOADING

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WARNING: Tampering with or bypassing any grounding, overfill protection or other loading safety devices will result in suspension of loading privileges.

CAUTION: Butane rapidly expands in the atmosphere and may accumulate in low areas. Contact with liquid butane may cause severe freeze burns.

INITIATING UNLOADING

Follow the instructions of the Magellan personnel for carding in and entering information correctly where required. At manual unloading Facilities instructions may vary from one unloading area to another Generally, they are:

1. Secure trailer by setting parking brake or setting chocks.
2. Contact Magellan personnel prior to making any connections.
3. Go to the designated unloading Operations Center, Drivers Room or Facility Office. The following information is required to unload at the Facility, (if applicable):
 - a. Unloading spot number
 - b. Supplier number(s)
 - c. Destination (consignee) number(s)
4. Connect ground cable. You must establish a TRUE ground.
5. Connect proper unloading hose(s). Truck engine must be turned off during connection of unloading hoses.
6. Ensure valves are lined OPEN correctly and ensure the vent valve is closed prior to offloading.
7. Transfer butane and unload the transport monitoring hoses and trailer for leaks.
8. When complete, close the Magellan hose valve first then ensure other valves are lined closed correctly. Truck engine must be turned off prior to disconnecting hose(s).
9. Per facility instruction, relieve pressure off the fittings prior to disconnecting the hose(s).
10. Return unloading hose(s) to original position.

BUTANE UNLOADING

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ENTERING UNLOADING AREA

1. Drive to Yellow Safety Line or designated location and perform a detailed walk-around inspection of the truck and trailer before pulling under the rack. The parking brake should be set before the Driver exits the vehicle.
2. Shut off engine and all electrical devices and remove key if leaving the truck unattended at the yellow line or designated location.
3. Remain at yellow line until loading area is completely clear and unoccupied. Drive slowly to loading area.

WARNING: DO NOT drive into loading area if there is any evidence of standing product in the loading area. Notify Magellan personnel immediately.

WARNING: DO NOT drive into a vapor cloud. Notify Magellan personnel immediately.

NOTE: Flashing red lights indicate that the fire detection system is on manual control. In the event of a fire, the fire extinguishing system must be manually activated. (Flashing lights are not available at all locations).

4. As soon as you have entered the unloading area, IMMEDIATELY set parking brake.
5. Visually inspect the trailer to verify there are no open or leading outlet valves or fittings prior to, during and after unloading.

PREPARING TO UNLOAD

Specific instructions for loading your truck (i.e., connecting loading arms, pre-setting gallons, etc.) for this Facility will be given by Magellan personnel during Driver training/certification. However, in general terms, these steps would include:

1. Contact Magellan personnel prior to making any connection.
2. Connect grounding protection to the truck and verify proper connection.

NOTE: The grounding cable must be the first piece of equipment connected and the last piece of equipment disconnected.

MINIMUM FACILITY STANDARDS/REQUIREMENTS

NOTE: UNLOADING DRIVERS:

Drivers must have approval from Magellan personnel to enter an unloading area/Facility during unmanned hours.

If unloading natural gasoline, the trailer pressure shall not exceed 15 psi.

The receiving butane tank/bullet cannot exceed 85% capacity. If the Facility does not have the red/yellow/green status lights, contact Magellan prior to unloading.

MAGELLAN LOADING/UNLOADING EQUIPMENT

Drivers shall NOT, under any circumstances, make any repairs or adjustments to any loading equipment. **If a repair or adjustment is required, notify Magellan personnel.**

TRANSPORT TRUCKS

Drivers must adhere to the following safety requirements:

- Do not work on your truck while in the loading area. The truck must be towed by a towing service, **NOT PUSHED**, at least 100 feet from the loading/unloading area before any work can be performed on it.
- If your truck will not start, **do not attempt to jump start your truck within the loading/unloading area at any time.** Seek assistance from Magellan personnel.

NOTE: Under no circumstances will a transport truck be allowed to pull or push another transport truck.

EMERGENCY PROCEDURES

Magellan personnel will train card-activated access drivers on the following:

- Emergency Evacuation routes.
- Location and proper use of the emergency equipment shutdown device (ESDs)
- Activation of the fire extinguisher system, if applicable.
- Location of manual fire extinguishers.
- Types of communication used in emergency notification, such as alarms, etc.

IF A SPILL OCCURS

In the event of a spill, loading/unloading should be shut down immediately. The manually operated loading valve or emergency stop device (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. Do not use your truck to evacuate.**

Notify all other Drivers at the rack to shut down immediately. **Do not allow other Drivers to start their trucks. Do not reset meters to zero.**

Immediately notify Magellan personnel (per Magellan's Facility Requirements) if they are on duty. If not on duty, immediately call the appropriate company personnel as listed at the loading/unloading area or in the facility office.

NOTE: In all spill cases, you must take direction from Magellan personnel.

Take extreme care not to do anything that might cause an ignition source, including (but not limited to) the following:

- Turning on or off electrical devices
- Starting your truck
- Moving your truck
- smoking

PROPANE UNLOADING

ERG Guide 115

INITIATING UNLOADING

Follow the instructions of the Magellan personnel for carding in and entering information correctly where required. At manual unloading Facilities instructions may vary from one unloading area to another Generally, they are:

1. Secure trailer by setting parking brake.
2. Connect ground cable. You must establish a TRUE ground.
3. Connect proper unloading hose(s). Truck engine must be turned off during connection of unloading hoses.
4. Ensure valves are lined OPEN Correctly and ensure the vent valve is closed prior to offloading.
5. Ensure Magellan hose valve is OPEN
6. Purge hoses and offloading system of vapor until liquid full prior to offloading.
7. Transfer propane and unload the transport monitoring hoses and trailer for leaks.
8. When complete, close the Magellan hose valve first then ensure other valves are lined closed correctly. Truck engine must be turned off prior to disconnecting hose(s).
9. Per facility instruction, properly relieve pressure off the unloading hoses and fittings prior to disconnecting the hose(s).
10. Return unloading hose(s) to original position.
11. Return ground cable to original position.
12. Press print button to obtain the Bill of Lading (BOL).
13. Ticketing information must be completed prior to leaving the Magellan facility.

WARNING: DRIVER SHALL REMAIN AT THE UNLOADING AREA AT ALL TIMES TO MONITOR THE UNLOADING PROCESS.

WARNING: Drivers are responsible for preventing product releases. Truck valve(s) should be used to shut off product in the event of a release, regardless of the cause.

PROPANE UNLOADING

ERG Guide 115

ENTERING UNLOADING AREA

1. Drive to Yellow Safety Line or designated location and perform a detailed walk-around inspection of the truck and trailer before pulling under the rack. The parking brake should be set before the Driver exits the vehicle.
2. Shut off engine and all electrical devices and remove key if leaving the truck unattended at the yellow line or designated location.
3. Remain at yellow line until loading area is completely clear and unoccupied. Drive slowly to loading area.

WARNING: DO NOT drive into loading area if there is any evidence of standing product in the loading area. Notify Magellan personnel immediately.

WARNING: DO NOT drive into a vapor cloud. Notify Magellan personnel immediately.

4. As soon as you have entered the unloading area, IMMEDIATELY set parking brake.
5. Visually inspect the trailer to verify there are no open or leading outlet valves or fittings prior to, during and after loading.

PREPARING TO UNLOAD

1. Shut off engine, lights and ignition. DO NOT LEAVE ENGINE RUNNING.
2. Set parking brake.
3. Connect the ground cable.

NOTE: If at a crude oil Facility you must also wear a personal H₂S Monitor.

NOTE: The grounding cable must be the first piece of equipment connected and the last piece of equipment disconnected.

WARNING: Tampering with or bypassing any grounding, overfill protection or other loading safety devices will result in suspension of loading privileges.

EMERGENCY PROCEDURES

Do not start your truck until you receive approval from Magellan personnel to do so.

Unless directed to do so by Magellan personnel, do not attempt to clean up a spill yourself.

NOTE: All costs associated with spills will be charged to the Driver(s)/ Carriers(s) when caused by setting a meter incorrectly, improperly coupling/connecting and/or failure to follow proper procedures.

A copy of the applicable Emergency Response Guide (ERG) Guide page is included at the end of this manual for the following products:

- Guide 128—Gasoline, Distillates (Fuel Oil/Jet Fuel), Sweet Crude
- Guide 115—Propane/Butane
- Guide 127—Ethanol, Crude Oil
- Guide 131—Sour Crude Oil

MISCELLANEOUS

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

- Restrooms are provided at the Facility for the Driver's use.
- Magellan personnel will provide information about the use of the Facility phone and the bulletin board.

Magellan believes that the information contained herein (including data and statements) is accurate as of the date hereof. **MAGELLAN MAKES NO OTHER EXPRESS OR IMPLIED REPRESENTATION OR WARRANTY HEREIN AND ALL SUCH REPRESENTATIONS AND WARRANTIES ARE HEREBY DISCLAIMED.** The information provided herein relates to the products (refined products, crude oil, etc.) loaded or off-loaded at our Facilities and may not be valid where such product is used in combination with any other materials or in any process. Further, since the conditions and methods of use of this product and the information referred to herein are beyond its control, Magellan expressly disclaims any and all liability as to any results obtained or arising from any use of the product or such information.

Remember: If you don't know, ask. Magellan wants you to operate safely.

Thank you for loading at Magellan
Drive Safely

PROPANE/BUTANE LOADING

ERG Guide 115

END OF LOAD

Do not attempt to set or reset a meter while it is running.

After the last compartment is loaded:

1. Ensure valves are closed correctly—depending on Facility, Magellan personnel may direct this.
2. Return all loading and vapor hoses (if applicable) to original position.
3. Replace cap on the truck's vapor line after removing vapor hose.
4. Return Ground cable to original position. **The LAST piece of equipment disconnected should be the ground cable(s).** Notice indicating lights (if applicable) to confirm that all devices have been disconnected and are properly stowed.
5. Push print button to print BOL.

CHECKING OUT

1. Return to Operations Center, Drivers Room or Facility Office for the Bill of Lading (BOL). If unloading, skip to No. 3 below.
2. Record all the proper information required by the State at the bottom of the BOL.
3. Sign the BOL and leave the appropriate number of copies in designated location.

REMINDER: The Carrier assumes full responsibility for the product and the amount of product after it has left the loading rack.

Do not leave the Magellan Facility without a **correct BOL** in your possession along with the applicable Emergency Response Guide detailing the hazards of the particular product you are hauling. This information will be available at the Operations Center, Drivers Room or Facility Office.

PROPANE/BUTANE LOADING

ERG Guide 115

Specific instructions for loading your truck (i.e., connecting loading arms, pre-setting gallons, etc.) for this Facility will be given by Magellan personnel during Driver training/certification. However, in general terms, these steps would include:

1. Connect proper loading hose(s).
2. Ensure valves are lined open correctly—depending on the Facility, Magellan personnel may direct this.
3. Enter gross volume in gallons to be loaded on electronic preset for corresponding spot number.
4. Press green “Start” button to begin loading.
5. Transfer product, *monitor hoses and trailer for any leaks during product transfer.*

If loading shuts down during load, verify the following and contact Magellan personnel for assistance:

- Ground
- Overfill
- Additive
- All site-specific alarms

WARNING: Remain in the meter control area at all times while loading.

WARNING: “Speed Loading” is prohibited and will result in loss of loading privileges.

WARNING: Drivers are responsible for preventing overfilled compartments and spills.

REFER TO LOACTION—SPECIFIC EMERGENCY SHUTDOWN PROCEDURES AND PLACEMENT OF EQUIPMENT.

NOTE: If the trailer allows, Drivers are required to close the internal valve on each compartment, after it is loaded and prior to disconnecting the load arm.

GASOLINE, DISTILLATES LOADING

ERG Guide 128

ENTERING LOADING AREA

1. Drive to Yellow Safety Line or designated location and perform a detailed walk-around inspection of the truck and trailer before pulling under the rack. The parking brake should be set before the Driver exits the vehicle.
2. Shut off engine and all electrical devices and remove key if leaving the truck unattended at the yellow line or designated location.
3. Remain at yellow line until loading area is completely clear and unoccupied. Drive slowly to loading area.

WARNING: DO NOT drive into loading area if there is any evidence of standing product in the loading area. Notify Magellan personnel immediately.

WARNING: DO NOT drive into a vapor cloud. Notify Magellan personnel immediately.

NOTE: Flashing red lights indicate that the fire detection system is on manual control. In the event of a fire, the fire extinguishing system must be manually activated. (Flashing lights are not available at all locations).

4. As soon as you have entered the loading area, IMMEDIATELY shut off engine and set parking brake. DO NOT LEAVE ENGINE RUNNING.
5. Visually inspect the trailer to verify there are no open or leaking outlet valves or fittings prior to, during and after loading.

PREPARING TO LOAD

1. Connect grounding/overfill protection to the truck and verify proper connection.

NOTE: The grounding cable must be the first piece of equipment connected and the last piece of equipment disconnected.

WARNING: Tampering with or bypassing any grounding, overfill protection or other loading safety devices will result in suspension of loading privileges.

GASOLINE, DISTILLATES LOADING

ERG Guide 128

2. **IF APPLICABLE**, connect the vapor recovery hose and properly secure connection to prevent vapor leakage.

NOTE: At certain locations you may be directed to connect the loading hoses (arms) to your truck prior to entering the Operations Center, Drivers Room or Facility Office. Check with Magellan personnel for site-specific requirements.

INITIATING LOADING

1. Go to the truck rack Operations Center, Drivers Room or Facility Office.
2. The following information is required to load at the Facility:
 - Spot number
 - Supplier number(s)
 - Destination (consignee) number(s)
 - Petroex number(s)
 - Vapor Tightness trailer number (if applicable)
 - Optional additive requirements
3. Follow the instructions of the Magellan personnel for carding in and entering this information correctly. Instructions may vary from one loading rack to another.
4. At this point, loading is authorized.

NOTE: You have approximately five minutes to begin loading or the computer may time you out.

LOADING YOUR TRUCK

Specific instructions for loading your truck (i.e., connecting loading arms, presetting gallons, etc.) for this Facility will be given by Magellan personnel during Driver training/certification. However, in general terms, these steps would include:

PROPANE/BUTANE LOADING

ERG Guide 115

WARNING: Tampering with or bypassing any grounding, overfill protection or other loading safety devices will result in suspension of loading privileges.

2. **IF APPLICABLE**, connect the vapor recovery hose and properly secure connection to prevent vapor leakage.

NOTE: At certain locations you may be directed to connect the loading hoses (arms) to your truck prior to entering the Operations center, Drivers Room or Facility Office. Check with Magellan personnel for site-specific requirements.

INITIATING LOADING

1. Go to the truck rack Operations Center, Drivers Room or Facility Office.
2. The following information is required to load at the Facility:
 - Spot number
 - Supplier number(s)
 - Destination (consignee) number(s)
 - Petroex number(s)
 - Vapor Tightness trailer number (if applicable)
 - Optional additive requirements
3. Follow the instructions of the Magellan personnel for carding in and entering this information correctly. Instructions may vary from one loading rack to another.
4. At this point, loading is authorized.

NOTE: You have approximately five minutes to begin loading or the computer may time you out.

LOADING YOUR TRUCK

CAUTION: Butane and propane rapidly expands in the atmosphere and may accumulate in low areas. Contact with liquid butane/propane may cause severe freeze burns.

PROPANE/BUTANE LOADING

ERG Guide 115

ENTERING LOADING AREA

1. Drive to Yellow Safety Line or designated location and perform a detailed walk-around inspection of the truck and trailer before pulling under the rack. The parking brake should be set before the Driver exits the vehicle.
2. Shut off engine and all electrical devices and remove key if leaving the truck unattended at the yellow line or designated location.
3. Remain at yellow line until loading area is completely clear and unoccupied. Drive slowly to loading area.

WARNING: DO NOT drive into loading area if there is any evidence of standing product in the loading area. Notify Magellan personnel immediately.

WARNING: DO NOT drive into a vapor cloud. Notify Magellan personnel immediately.

NOTE: Flashing red lights indicate that the fire detection system is on manual control. In the event of a fire, the fire extinguishing system must be manually activated. (Flashing lights are not available at all locations).

4. As soon as you have entered the loading area, IMMEDIATELY shut off engine and set parking brake. **DO NOT LEAVE ENGINE RUNNING.**
5. Visually inspect the trailer to verify there are no open or leading outlet valves or fittings prior to, during and after loading.

PREPARING TO LOAD

Specific instructions for loading your truck (i.e., connecting loading arms, pre-setting gallons, etc.) for this Facility will be given by Magellan personnel during Driver training/certification. However, in general terms, these steps would include:

1. Connect grounding/overfill protection to the truck and verify proper connection.

NOTE: The grounding cable must be the first piece of equipment connected and the last piece of equipment disconnected.

GASOLINE, DISTILLATES LOADING

ERG Guide 128

1. Connect proper loading hose(s). For hoses with camlock end fittings (including W-Grade), ensure that the ears of the camlock fittings are properly engaged and are secured with hook-and-loop Velcro straps or some equivalent locking mechanism.
2. Ensure valves are lined open correctly-depending on the Facility, Magellan personnel may direct this.
3. Enter gross volume in gallons to be loaded on electronic preset for corresponding spot number.

If loading shuts down during load, verify the following and contact Magellan personnel for assistance:

- Ground
- Overfill
- Additive
- All site-specific alarms

WARNING: Remain in the meter control area at all times while loading.

WARNING: "Speed Loading" is prohibited and will result in loss of loading privileges.

WARNING: Drivers are responsible for preventing overfilled compartments and spills.

REFER TO LOACTION—SPECIFIC EMERGENCY SHUTDOWN PROCEDURES AND PLACEMENT OF EQUIPMENT.

NOTE: If the trailer allows, Drivers are required to close the internal valve on each compartment, after it is loaded and prior to disconnecting the load arm.

GASOLINE, DISTILLATES LOADING

ERG Guide 128

END OF LOAD

Do not attempt to set or reset a meter while it is running.

After the last compartment is loaded:

1. Ensure valves are closed correctly—depending on Facility, Magellan personnel may direct this.
2. Return all loading and vapor hoses (if applicable) to original position.
3. Replace cap on the truck's vapor line after removing vapor hose.
4. Return Ground cable to original position. **The LAST piece of equipment disconnected should be the ground cable(s).** Notice indicating lights (if applicable) to confirm that all devices have been disconnected and are properly stowed.
5. Push print button to print BOL.

CHECKING OUT

1. Return to Operations Center, Drivers Room or Facility Office for the Bill of Lading (BOL). If unloading, skip to No. 3 below.
2. Record all the proper information required by the State at the bottom of the BOL.
3. Sign the BOL and leave the appropriate number of copies in designated location.

REMINDER: The Carrier assumes full responsibility for the product and the amount of product after it has left the loading rack.

Do not leave the Magellan Facility without a **correct BOL** in your possession along with the applicable Emergency Response Guide detailing the hazards of the particular product you are hauling. This information will be available at the Operations Center, Drivers Room or Facility Office.

GASOLINE, DISTILLATES LOADING

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TOP—LOADING FACILITIES

At Top—Loading racks, you are not permitted to run more than one downspout per compartment, nor are you allowed to run more than one meter into the same downspout. Also, each compartment cover shall remain closed at all times except when it is being loaded.

REMINDER: The Carrier assumes full responsibility for the product and the amount of product after it has passed the *Custody Transfer Point*.