HWRT – Hartford
Shell Terminal ID: Y266
Shell Loading
Effective 03/01/2016

Rack Customer Pick Up

- Loading Procedures and Rules
- When Entering Terminal
- 1. Stop at Yellow Line, get out and do an inspection of your Tractor and Trailer
- 2. Turn off all lights, radios, CB's, cell phones and engine
- 3. Connect Scully plug to trailer
- 4. Connect vapor hose; make sure both ears on coupler are closed tight on trailer fitting
- 5. Connect correct riser to trailer
- 6. Insert Driver Card
- 7. Enter Pin Number
- 8. Enter Trailer Number
- 9. Select Supplier – 403 - Shell Oil Products U.S.
- 10. Select Customer – Shell's Sold To #
- 11. Select Account – Terminal State Code
- Terminal State Codes at Hartford:

1010	Various AR
1090	Various IA
1091	Various IL
1092	Various IN
1110	Various KS
1111	Various KY
1130	Various MO
1150	Various OH
1151	Various OK
1200	Various TN

-
- 12. Select Destination – Shell's Ship To #
- 13. Confirm Information
- 14. Select Loading Arm
- 15. Select Product
- 16. Enter Product
- 17. Enter Preset
- 18. Press Enter to start Product
- 19. At no time is the driver to leave meter while product is loading
- 20. After loading, remove riser from trailer
- 21. Disconnect vapor recovery hose from trailer
- 22. Disconnect Scully plug from trailer

- 23. Remove loading Card from card reader
- 24. Pull truck out of loading rack
- 25. Complete required information on Bill of Lading
- 26. Leave top copy of completed paperwork downstairs in basket
- 27. Driver takes the last three – (3) copies of Bill of Lading
- 28. Carriers are responsible for any spills or damage to terminal equipment

NOTE: FOR ANY AUTHORIZATION PROBLEMS CALL THE LOADING SUPPORT SERVICE HELPDESK AT <u>800-345-6666.</u>

Please use a safe phone/location as Specified in your Driver Training Instructions.

Rules: NO SMOKING
1. Always stay by you truck while loading
2. Once in line, do not Back Up – to move from one lane to another
3. There is not to be any type of Cell Phone usage while loading i.e. Blue tooth ear piece
4. All phone usage is to be done inside the Office Building
5. Once loading to not open any doors to you tractor
6. There is to be no eating, Drinkard, outside of drivers room (SUN FLOWER SEEDS)
7. Throw you trash in Trash dumpster
8. Always pull out of the rack when finished loading
Load Limits:
Gas Loads cannot exceed Legal Poundage per IDOT
Split cannot exceed Legal Poundage per IDOT
Fuel Oil cannot exceed Legal Poundage per IDOT
Failure to follow these rules will result in disciplinary action. Up to loading privileges revoked.