



TANKER AND ISO TANK CONTAINER DELIVERY GUIDELINES 2023 Version





TotalEnergies Fluids provides its customers and carriers with these guidelines for delivery of its products in order to clarify and facilitate each party's actions.

This document contains guidelines and is not, on any account, a set of requirements imposed by TotalEnergies Fluids. TotalEnergies Fluids shall not therefore incur any liability for the contents hereof.

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1. Arrival / Preparation

If the receiving site has security procedures, the driver's arrival must have been announced according to the rules in force at the site.

On arriving at the receiving site, the driver announces his arrival and presents the consignment note, the set of documents issued by the loading site, and any other document requested by the receiving site: driver's license, APTH (hydrocarbon transport certificate), vehicle registration documents, ADR certificate, etc.

The receiving site should check the documents and ensure that the loading plan is consistent with the driver's consignment note.

After validation, the driver is directed to the unloading area.

The receiver should clearly indicate (safety protocol, provisional protocol, written instructions, etc.) how to reach the unloading area, what to do in the event of an incident, the location of safety facilities (shower, eye-wash stations, emergency stop push buttons, extinguishers, meeting point, etc.) and the traffic rules.

The driver must comply with the site's internal rules (direction of traffic, speed, etc.). The driver must always wear appropriate Personal Protective Equipment (PPE).

2. Weighing

If so required by the receiving site, the weighing is done by the driver before and after the delivery, on the receiving site's facilities or failing that, at a nearby location indicated by the receiver and under his responsibility.

Rule on tolerance of weight difference:

The acceptable weight difference is equal to N times 40kg. N represents the total number of weighing operations: number of weighing operations at the loading site (= number of tanks loaded) and number of weighing operations at the delivery site.

3. Tanker/ISO tank positioning

After positioning the tanker at the loading area and installing the wheel chocks where necessary, the driver uses the receiving site's grounding system to ground the truck. If a clamp is used, it should be connected to the appropriate contact of the truck.

The receiver and the driver check the loading plan and the consistency between the documents (consignment note, loading plan and tanker labeling where applicable).

4. Draining

Draining the tanker/ISO tank is highly recommended before taking any sample from the bottom. The driver only handles his own equipment and accessories.

The receiver:

- Uses a clean, appropriate recipient: the recommended type of recipient must be conductive and be connected to equipotential bonding identical to that of the tanker (grounding). Recipients generally used are a metal bucket or a fully opening metal drum.
- Drains into the recipient, very slowly, to avoid splashes and electrostatic charges.

Specific PPE must be worn for this operation such as a face shield or water-tight, solvent-resistant gloves.

The amount of product to be drained is decided by the receiver.

The drained product is destroyed or reused on the receiver's responsibility.

It may be necessary to do three successive 15-liter draining operations to obtain a clear product. In excess of 45 L of product drained from a tank, the situation is considered abnormal (cf. Checklist of operations, § "In the event of a problem during delivery").

The draining procedure is described in the check-list.

5. Sample taking

If the receiver wishes to take a sample before emptying the tanker/ISO tank container:

- Give priority to taking samples from the bottom (tanker outlet valve if the tanker is equipped with one).
- Otherwise, via a dome lid of the tanker, using secure access such as a gangway equipped with a guard rail, if the receiving site's facilities are so equipped. If there is a safety cable (life line), then individuals working at height must wear a harness and use the life line.
- Failing this, always deploy the guardrail of the tanker from the ground and only climb the ladder once it is fully deployed and securely locked in position.

The driver only handles his own equipment and accessories, and checks that the receiver's recipient is clean.

The receiver uses a clean recipient (new and disposable if possible) suited to the selected method for taking samples:

- Prior to any operation, the receiver grounds out.
- Sampling from the bottom: The sample should be taken very slowly to avoid splashes and electrostatic charges. Recipients generally used are a glass or stainless steel bottle. In this latter case, the recipient must be conductive and be connected to equipotential bonding identical to that of the tanker (grounding).
- Sampling from the top: The receiver uses a stainless steel bottle rack equipped with a metal chain, previously grounded.

Specific PPE must be worn for this operation such as a face shield or water-tight, solvent-resistant gloves.

6. Connecting hoses / fittings

After agreement for unloading, the two parties must:



- Driver:
 - Check that the vehicle combination is connected to the ground
 - Check the condition of the hose (inside/outside) and the condition of the seal at each connector
 - Connect his own or the receiver's unloading hose line (depending on the site) to his tanker
 - Where applicable, connect the inerting gas or vapor recovery hose to the tanker
- Receiver:
 - Check that the delivered product and the receiving tank correspond
 - Check that the available ullage in the receiving tank is suitable for the amount to be unloaded (if the ullage is not sufficient, the unloading must not be done)
 - Clearly indicate the unloading port (s)
 - Connect the installation to the other end of the unloading hose line connected to the tanker/ISO tank container
 - Where applicable, connect the inerting gas or vapor recovery hose to the installation

7. Unloading mode

Depending on the unloading mode used at the receiving site, the responsibilities vary. Each party is responsible for their own equipment:

- Gravity unloading
- Receiver pump (by suction)
- Carrier pump
- Carrier compressor (by pushing the product)

Unloading using a compressor should be avoided and, in any event, must comply with ADR regulations. All measures must be taken to avoid pressurization or depressurization of the transport means or fixed installations outside the maximum and minimum pressure ranges.

8. Unloading

Unloading is done in the presence of both parties, each one handling the facilities/equipment under their responsibility and ensuring that they function correctly.

The receiver also monitors the level of their storage (available ullage) before and during unloading.

The unloading operations are done under the responsibility of the receiver and the driver stays near his equipment to be able to take action in the event of an incident.

9. Disconnecting hoses / fittings

Just like connecting, disconnecting is done by both parties, each one handling their respective facilities/equipment, once the different levels have been checked (empty tanker/ISO tank container for the carrier and tank level for the receiver corresponding to the pre-delivery balance + amount delivered to the receiver). Before disconnecting, the receiver checks that there is no pressure in the line and takes appropriate measures to depressurize the line if necessary.

The driver disconnects the vehicle combination from the ground conductor.

10. Departure

Once the operations complete, the driver retrieves the consignment note signed and stamped by the receiver and the documents from the set that are intended for him.

In the event of an incident, a reservation must be written on the consignment note, in the box provided, and the document signed by both parties.

SCHEDULE 1: Checklist of operations: Who does What?

Anyone present at the unloading must wear appropriate Personal Protective Equipment (PPE): clothing, gloves, goggles, respiratory protection, shoes, fall arrest harness, etc. and/or any other equipment required by the receiving site (anti-static property) in addition to the collective protection means.

Initial situation of the tanker/ISO tank: bottom and outlet valves shut

Before unloading	Driver	Receiver
✓ Receive the vehicle at the entrance to the plant – Check the prevention plan or implement the safety protocol		😊
✓ Check the documents: consignment note, loading plan, placarding if applicable to product	😊	😊
✓ Weigh the vehicle combination (if requested)	😊	😊
✓ Receive the vehicle at the unloading station		😊
✓ Check that the delivered product and the receiving tank correspond, and check the available ullage in the receiving tank		😊
✓ Position the vehicle on the unloading area, tanker horizontal (chock the wheels if necessary)	😊	
✓ Stop the engine, shut off power to the electric circuit, pull the brakes tight	😊	
✓ Wear appropriate PPE; the driver and the receiver ground out before each operation (sample taking or draining) or wear conductive footwear.	😊	😊
✓ Ground the vehicle combination	😊	
✓ Locate the emergency stop push buttons (tanker and customer facilities)	😊	😊
✓ Check that the emergency shower and water supply are working		😊
✓ Put the receiving site's gangway in place with the guardrail		
✓ Or put on the fall arrest harness and hook up to the life line	😊	😊
✓ Or put the tanker guardrail in place		
✓ Open the manhole or the venting device	😊	
✓ Slowly open the bottom valve of the tanker/ISO tank container	😊	

Draining (if necessary)

	Driver	Receiver
✓ Check the horizontal position of the tanker on the unloading area	😊	
✓ Ground out then place the metal bucket, which must be connected to equipotential bonding before taking a sample, under the outlet valve of the tanker/ISO tank container		😊
✓ Take standard precautions (risk of splashing, heat, static electricity, etc.)	😊	😊
✓ Slowly loosen the tanker/ISO tank outlet valve <i>Not only does sudden opening involve safety risks, it prevents efficient draining of free water</i>	😊	
✓ Drain approximately 15 liters at slow rate	😊	😊
✓ Shut the outlet valve and wait for 5 minutes	😊	
✓ Repeat the operation twice at the most if necessary	😊	😊
✓ Treat the removed product		😊

Sample-taking (if necessary)

	Driver	Receiver
✓ The receiver grounds out first and drains if necessary.		😊
<i>Sampling via the dome:</i>		
✓ use a stainless steel bottle rack equipped with a metal chain, previously grounded		😊
<i>Sampling from the bottom:</i>		
✓ place the metal recipient, connected to equipotential bonding before taking a sample, under the outlet valve of the tanker/ISO tank container	😊	😊
✓ Slowly open the tanker/ISO tank container outlet valve <i>Not only does sudden opening involve safety risks, it prevents efficient draining of free water</i>		
✓ If any pollution is detected when the sample is taken, the receiver must keep the samples and immediately inform the TotalEnergies Fluids sales person		😊
✓ Shut the outlet valve	😊	

Unloading

	Driver	Receiver
✓ Check that the available ullage in the receiving tank is suitable for the amount to be unloaded (if the space is insufficient, the unloading must not be done)		😊
✓ Check the condition of the hose (inside/outside) and the condition of the seal at each connector	😊	😊
✓ Connect the hose to the valve of the receiving/storage tank		😊
✓ Connect the hose to the drain valve of the tanker/ISO tank container	😊	
✓ Open the valves of the customer installation		😊
✓ Put the vapor recovery system in place if there is one	😊	😊
✓ Open the outlet valve of the tanker/ISO tank container	😊	😊
✓ Start the unloading pump (if tractor unit pump, it is started up by the driver under the receiver's responsibility)	😊	😊
✓ Monitor the unloading	😊	😊

End of unloading

	Driver	Receiver
✓ Check the end of unloading (check that the tanker/ISO tank is empty)	😊	😊
✓ Stop the pump (if tractor unit pump, it is stopped by the driver under the receiver's responsibility)	😊	😊
✓ Shut the tanker/ISO tank valves and then the manhole or venting device	😊	
✓ Empty the tank filling pipes if necessary		😊
✓ Shut the valves of the installation		😊
✓ Disconnect the hose from the installation and put the stopper back		😊
✓ Disconnect the hose from the tanker and put the stopper back	😊	
✓ Recover drips in a recipient provided by the receiver	😊	😊
✓ Disconnect the ground conductor	😊	
✓ Check the regulatory marking on the tanker/ISO tank container	😊	😊
✓ Remove the wheel chocks, where applicable	😊	
✓ Weigh the vehicle combination	😊	😊
✓ Departure after checks (document retrieval, signature and stamp on the consignment note by both parties)	😊	😊

In the event of a problem during delivery

	Driver	Receiver
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✓ Stop the unloading immediately	😊	
✓ Isolate the installation and the truck as soon as the unloading is stopped	😊	😊
✓ Use the means on site to contain the problem		😊
✓ Mark any reservations on the consignment note, sign together with the other party and keep one copy	😊	😊
✓ Immediately inform the operations supervisor	😊	
✓ Immediately inform TotalEnergies Fluids		😊
✓ Confirm the reservations in writing within <u>3 days</u> to TotalEnergies Fluids <i>After these 3 days (maximum legal deadline), no complaint for damage or partial loss will be admissible.</i>		😊