



Intercontinental Terminals Company, LLC

Pasadena, Texas

Rules for Commercial Motor Vehicle Truck Drivers/Product Cargo Operations

Our company has a strong concern for the safety of our associates as well as all persons working on or visiting our premises. We make every effort to eliminate accidents and sources of injury to all personnel and expect you to promote safety at all times. For this reason, we expect all of our employees, contractors, truck drivers, and visitors to observe the safety rules and procedures we have established. The following is a list of rules that must be adhered to by all persons who operate commercial motor vehicles while on ITC property. Failure to comply may result in expulsion and possible banning from the facility.

1. Commercial motor vehicle drivers and the vehicles they drive must comply with the rules in this document, posted signs, all applicable safety standards and laws (OSHA, DOT, EPA, PHSMA) requirements and all state, local, and federal motor vehicle requirements at all times while on ITC property.
2. Commercial motor vehicle drivers must be able to communicate in English, verbally and written.
3. Commercial motor vehicle drivers are prohibited from engaging in certain activities while on company property. Prohibited actions include, but are not limited to, dishonesty, insubordination, neglect of duty, disregard of safety, running, speeding, yelling, horseplay, gambling, Inflicting or attempt to inflict bodily injury to another individual, and damaging company property or damaging the property of others. You are also strictly prohibited from disrespecting or disregarding others and making profane, obscene, abusive, racial or inappropriate ethnic comments, violating ITC's Harassment Policy, and violating common decency or morality.
4. All occupancy of the tractor must be appropriately address. The minimal dress attire required inside the perimeters of ITC:
 - Flame Retardant Clothing (FRC) or Nomex (Minimum HRC rating 1). Only long sleeved FRC and FRC must be worn as dictated by the manufacturer whereas to completely cover the torso, arms, and legs.
 - Leather shoes with substantial heels
 - Safety glasses or prescription glasses with side shields
 - Hardhat
 - NOTE: No Tennis shoes, sandals, open type shoes, or other non-ANSI approved footwear, or garments with a nylon exterior, allowed to be worn.
5. Drivers must be clean-shaven and shall not have facial hair other than a neatly trimmed mustache.
6. Weapons are prohibited on ITC property. Other weapons include, but are not limited to, the following: Any pistol, revolver, rifle, shotgun, other firearm, explosive weapon, chemical dispensing device, illegal knife, switchblade knife, hoax bomb, knuckles, club, stun gun, taser, bow, crossbow, or any other item deemed as a weapon by ITC management. This includes persons who are authorized to carry a concealed firearm in the State of Texas. Persons under the influence or in possession of the above items are subject to immediate expulsion from ITC property.
7. While on company property, you are strictly prohibited from use, possession, distribution, or sale any substance which are used with the intent of, or which have the affect of, inducing intoxication. excitement, or dulling the central nervous system illegal drugs, inhalants, or other substances, including alcohol.
8. Smoking is prohibited on company property except in the designated smoking area. This includes cigars, cigarettes, pipes, e-cigars, e-cigarettes, vapor and smokeless type devices, etc.
9. The following are prohibited on company property, except in the cab of the tractor and designated areas: food, smoking materials, other related tobacco materials, and strike-anywhere matches and lighters that do not have covers to protect their mechanisms. Food is allowed in designated break areas only.
10. We do not permit the use of personal electronic communications devices unless intrinsically safe while in the process area of the facility. These items are to remain in the cab or the tractor.
11. No photography or video is allowed on ITC property without authorization from ITC management.
12. All tank trucks are subject to inspection by security personnel.
13. Report any security breach, suspicious, or illegal activity to security at 832-780-6699.
14. Obey facility speed limits at all times. Speed limits in the terminal are as follows: Ethyl Rd – 35 MPH; all other roads – 14-1/4 MPH, unless otherwise posted; restricted areas (areas within the yellow lines) – 5 MPH.

15. Persons under 18 years of age are not permitted in the facility without the prior authorization of ITC management.
16. No pets allowed.
17. Owners and/or operators of commercial motor vehicles that are operated on ITC property must have a valid Certificate of Insurance, authorized Terminal Entry Agreement, and W-9 on file with ITC.
18. All tank truck drivers must complete the "Request for Loading/Unloading" form prior to arrival.
19. All tank trucks must check in with security personnel prior to entering the facility. At the time of initial check-in, drivers must provide:
 - Valid Transportation Worker Identification Credential (TWIC)
 - Valid CDL driver's license with HAZMAT endorsement
 - Proof of employment with his/her company (i.e. company ID or paycheck stub)
 - ITC Visitor Safety Orientation Card
20. Vehicles that are in the facility to conduct cargo operations (tank trucks/containers) may not enter loading/unloading areas without permission from an area operator. Upon arrival at the designated loading/unloading rack, all tank truck drivers will wait at the spot marked with the signage that is adjacent to the yellow road striping.



21. ITC area operators will summon the drivers when they are ready to place the vehicle on spot for loading/unloading.
22. When placed on spot by an ITC operator, the driver and occupants MUST perform the following tasks:
 - a. Turn off the engine and set the parking brake.
 - b. The driver and occupants must exit the cab of the truck and remain outside of the truck during the entire loading or unloading operation.
 - c. Drivers must maintain a safe distance and stay at least 20-feet away from any product connection during cargo operations.
 - d. Drivers must stay within line of sight of the operator during cargo operations except during times of inclement weather. At such times, drivers may seek shelter in the operators rack building.
23. Drivers shall not connect and/or disconnect any of ITC's equipment to their tank truck.
24. Drivers are prohibited to access the top of the trailer without proper fall protection.
25. Drivers shall not assist the ITC operator in any way with cargo operations unless given specific direction by and supervised by the tank truck operator.
26. Trucks in staging areas waiting to enter loading/unloading racks MUST SHUT OFF ENGINE until they are given further instructions from ITC area operator.

Emergencies:

Various alarms are used here at the ITC for operations personnel to manage the facility. The Plant Alarm alerts all personnel to stop what they are doing and listen for an announcement over the plant PA system that will inform them of the significant event. When you hear the Evacuation Alarm, you will be instructed to calmly move to an evacuation assembly point by checking the wind indicators, evacuate upwind from the source, find appropriate rally point, and await further instructions. You will need to provide accountability of personnel to your supervisor

and ITC. For all other alarms, there is no need for action unless you are otherwise instructed by your immediate supervisor or operations personnel.

ITC is a safe and dedicated partner whose associates are recognized as proud leaders in customer care and operational excellence