



ASPHALT TRUCK LOADING (DRIVER EDITION)

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Loading Asphalt Tank Trucks

Use of this process will help ensure that asphalt tank trucks can be safely loaded without injury to personnel, damage to facility equipment, product loss to the environment, product contamination, or waste.

The facility manager, lead operations technician, or person in charge will be responsible for assuring these procedures are followed and that employees and contract personnel required to perform the procedure are properly trained and that all equipment is in good working order.

Basic training in, and the knowledge of:

- Mechanical principles (equipment operations, maintenance, tool use, vacuum/pressure, force, temperature, fluid flow, heat transfer)
- Asphalt knowledge (physical and chemical characteristics and hazards, handling and storage)
- Procedures (EH&S guidelines, HAZCOM, terminal rules, emergency response, equipment startup and shutdown, material measurement, work instructions, and record keeping).
- Manufacturing and Quality Assurance (scheduling, process control, specifications, customer requirements, production controls, sampling, testing, inspection, and documentation).

- DOT Regulations
- OSHA Hazard Communication

- Minimum Required Personal Protective Equipment
 - Hard Hat
 - Safety Glasses w/Side Shields (Tinted glasses may only be worn during daylight operations. Clear glasses or glasses designed to enhance lighting must be worn for nighttime operations).
 - Long Sleeve Cotton Shirt or Equivalent Outer Garment
 - Long Sleeve Cotton Pants
 - Leather Work Boots w/Non-Slip Soles
 - Gauntlet Gloves (High Temperature Leather or Rubber)
 - Face Shield While Transferring Product & Handling Hoses (Face shields may be made of clear plastic or mesh design).

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Warnings and Precautions:

- Hot asphalt can be very dangerous causing severe burns if handled improperly. Avoid contact or exposure: Do not breathe asphalt fumes. •
- Asphalt may contain Hydrogen Sulfide (H₂S), use caution when working with asphalt.

Emergency Instructions:

- In the event of an emergency, (spill, fire, injury, etc.) immediately shut down the transfer if safe to do so.
- Notify the operator on duty, report the type of incident and if outside help is needed such as ambulance, fire department, etc.
- In the case of fire and safe to do so, utilize a fire extinguisher to control or extinguish the fire.
- If evacuation is necessary, report to the primary or secondary meeting locations as required. Do not leave the facility.

Procedure Steps

1.0 Pre-Transfer & Inspection

- 1.1** Enter the scale from the North end and spot the trailer on the scale designated for the product that is to be loaded.
- 1.2** Turn off the engine, exit the truck, and put on the required Personal Protective Equipment.
- 1.3** Properly chock the wheels of the truck.
- 1.4** Inspect all trailer outlet valves and bleeder valves to ensure they are properly closed and plugged.
- 1.5** Enter the scale building and properly complete the Loading Request Form.
- 1.6** When the scale operator gives approval for loading, proceed to the loading rack.

2.0 Product Transfer

- 2.1** Unlock the loading platform and place into position.
- 2.2** Open the dome lid on the trailer and inspect for any signs of moisture that could create a hazard or any deleterious materials that could contaminate the load.
- 2.3** Place the loading arm in the trailer and properly secure. DO NOT USE the bucket hook as a tool to hold the arm in place.
- 2.4** When loading arm is secured and ready to begin loading signal the operator to begin the Pre-Loading Line Flush.
- 2.5** Open the manual valve on the loading arm.
- 2.6** Press the Start Button and ensure material begins to flow into the trailer.

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- ### 3.0 Post Transfer

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