

Conway Underground East Truck Loading Instructions



- ✓ Pull onto load scale(s)
- ✓ Turn truck off
- ✓ All truckers are expected to wear the following when loading at Williams' terminals:
 - Safety Glasses (with side shields)
 - Hard Hat
 - Long sleeved flame retardant clothing or Nomex Coveralls
 - Leather work boots or shoes
 - Hearing protection (as needed during an emergency situation)
- ✓ Chock trailer
- ✓ Connect ground
- ✓ Connect appropriate hose to trailer (if loading natural gasoline, connect vent)
- ✓ Open valves on trailer
- ✓ Open product loading valve
- ✓ Go to fingerprint panel inside scale house
- ✓ Touch "Load"
- ✓ Enter PIN number
- ✓ Place finger on fingerprint scanner
- ✓ Select product
- ✓ Select supplier
- ✓ Select destination
- ✓ Acknowledge information (if information is correct)
- ✓ Go to the appropriate "Quick Panel"
- ✓ Select product
- ✓ Enter PIN number
- ✓ Select "Authorization tab"
- ✓ Enter target weight
- ✓ "Confirm target weight"
- ✓ Press the "Start tab" (anytime during the loading process, the driver can stop loading by selecting the "Stop tab")

When load is complete

- ✓ Disconnect hoses
- ✓ Disconnect ground
- ✓ On the "Quick Panel" press the "End load tab"
- ✓ On the "Fingerprint Panel" press the "Print tab"
- ✓ Enter PIN number
- ✓ Printer should print three copies of the bill of lading. Sign one copy and place it in the Load slot.

Please Drive Safely!