

## Conway Underground East Truck Unloading Instructions



- ✓ Pull on to unload scale – Turn off truck
- ✓ All truckers are expected to wear the following when unloading 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)
- ✓ Read and Understand all visual notes: (If any questions call the operator at ext. 14)
- ✓ Contact Williams' personnel prior to leaving the unloading scale.
- ✓ Go to Touch Screen Panel in the Unload Scale House.
- ✓ Select unload
- ✓ Enter PIN number
- ✓ Select correct product
- ✓ Select supplier (if asked)
- ✓ Enter "bill of lading" number or Contract number (if applicable).
- ✓ Acknowledge yes (if information is correct)
- ✓ Do not pull off of scale until touch screen indicates "start weight is captured successfully."
- ✓ Manually write down the loaded weight, trucking company, and truck number.
- ✓ Pull onto unload bay
- ✓ Chock trailer
- ✓ A proper ground connection must be made first before any other connection is made.
- ✓ Connect vapor and liquid hoses to trailer.
- ✓ Open trailer Fire Valve First.
- ✓ Select appropriate color-coded liquid valve and open it, product should be seen moving through clear check valve.
- ✓ Select appropriate color-coded vapor valve and open it.
- ✓ Select appropriate compressors and turn on no more than two compressors at one time.
- ✓ When empty, shut off compressor(s) (First).
- ✓ Close liquid and vapor valves.
- ✓ Close trailer valves.
- ✓ Empty hoses using blow down valves.
- ✓ Disconnect hoses.
- ✓ Disconnect ground.
- ✓ Pull onto unload scale.
- ✓ Go to touch screen panel and select "Print"
- ✓ Enter PIN number.
- ✓ Do not pull off of scale until touch screen indicates "end weight captured successfully."
- ✓ Manually write down the empty weight next to the loaded weight.
- ✓ Pull truck around to load scale house to get bill of lading.
- ✓ Attach one signed copy of the loaded BOL and attach it to the signed Williams BOL and leave it in the unload ticket slot.

**Please Drive Safely!**