

# HUNTSMAN'S FACILITIES REQUIREMENTS & GUIDELINES

HUNTSMAN INTERNATIONAL LLC ("Huntsman")

## Bulk and Packed Motor Carrier Pick-Up and Delivery Policy

### HUNTSMAN SPILL and INCIDENT REPORTING

Anytime there is a refusal of **HUNTSMAN** product for any reason, the Carrier shall contact Huntsman Corporate Logistics for disposition. **HUNTSMAN** does NOT accept refused shipments without a **HUNTSMAN** Return Authorization (RA) Number.

Carriers are to contact: [CorpTruckTrans@HUNTSMAN.com](mailto:CorpTruckTrans@HUNTSMAN.com) for RA Number

The following shall apply to **Spill and Incident** Reporting:

- Do not attempt delivery of damaged drums, totes, bags, pails or any other package type, until given approval by Huntsman Corporate Logistics.
- No repaired package should be delivered to a customer without prior approval from Huntsman Corporate Logistics.
- The carrier is required to notify Chemtrec anytime there is a damaged package or any quantity of spill or leak, to Chemtrec 800.424.9300, regardless of whether or not the Huntsman product is hazardous.
- After free and clear delivery, driver shall not pickup product at customer's request without prior approval from Huntsman Corporate Logistics.
- Damaged/compromised packages could require the initiation of the return process and/or eventual disposal of the package and product.

### DOT 5800.1

DOT does not define the term "physical possession." Therefore, for incidents on or adjacent to Huntsman Facilities in the U.S., where there is a question of whether Huntsman or the Carrier had physical possession of the product during a transportation incident, the following guidance shall be followed:

- If the incident happens inside the battery limits of the loading site the site environmental group will fill out the 5800.1 report and make all the required notifications.
- If the incident happens outside the battery limits of the loading site the carrier will be responsible for the filling out of the 5800.1 and all the required notifications.
- Huntsman **will not** make any notifications to any regulatory body on behalf of the carrier. Huntsman is available, if necessary, to discuss reporting obligations with carrier

### SAFETY RATING

All Carriers must maintain a satisfactory Federal DOT Safety Rating and US DOT Safer System Roadside Inspection Percentages acceptable to Huntsman.

If a Huntsman contracted carrier loses their Satisfactory DOT Safety Rating, Huntsman Corporate Transportation has the option to determine if a temporary exemption is warranted.

### Carriers with Intra-Canadian operations only:

Carriers with Intra-Canadian operations must furnish Huntsman with a copy of their Commercial Vehicle Operating Record (CVOR) annually and CVOR statistics must be acceptable to Huntsman.

## **HAZ MAT REGISTRATION**

Carriers transporting hazardous materials must furnish Huntsman with their current Haz Mat Registration number upon request.

## **CLEAN AND SUITABLE EQUIPMENT (BULK and PACKED)**

All equipment tendered by Carrier for transportation shall be clean, odor-free, dry, leak proof, free of contamination or infestation, and otherwise suitable for transportation of products hereunder. Huntsman shall have the right, but not the obligation, to inspect for cleanliness and suitability any equipment (including tractors and trailers) so tendered hereunder by Carrier. Huntsman may, in its sole discretion and without liability to Carrier, reject any equipment so tendered that does not meet Huntsman's standards of cleanliness or suitability for the products to be transported.

## **LOADING INFORMATION and DOCUMENTATION**

Order documentation is required for shipments loading at all Huntsman Facilities.

### **BULK:**

Huntsman Order Number  
Huntsman Product Name  
Order Quantity (in kilos, pounds or gallons)

### **PACKED:**

Huntsman Order Number

This information must be provided by the Carrier's driver to the Huntsman representative (gate guards unless instructed by Huntsman otherwise) in writing (preferably on a carrier's manifest). Verbal communication is not accepted.

In addition, the requirement for loading appointments (Tank Truck/ISO Containers) will be strictly enforced.

## **DRIVER'S RESPONSIBILITIES**

Rules which vary by Huntsman Facility include, but are not limited to, the following:

- Driver is responsible to obey all plant specific access rules
- Proof of Carrier Employment - Carrier ID
- Key Surrender Policy in effect at ALL Huntsman Facilities
- Photo CDL
- Smoking in designated areas ONLY
- Drivers not allowed to sit in cab of truck while loading or unloading with keys in the ignition. Driver must stay in designated area(s) or forfeit keys to the loading supervisor.
- Pets and or children not permitted

## PERSONAL PROTECTION EQUIPMENT as required by site:

### BULK:

Carriers are required to furnish the following personal protection equipment, as required by product:

- Impact Safety Glasses with Side Shields (ANSI Z87.1-1979)
- Fire Retardant Clothing (4.5 or 6.0 oz. material) {Conroe, TX, Dayton, TX and Port Neches, TX plants ONLY}
- Chemical Resistant Face Shields and Goggles (ANSI Z87.1-1979)
- Chemical Resistant Gloves AND Shoes or Boots
- Hearing Protection
- Impact and Chemical Resistant Hard Hat (ANSI Z89.1, Class A and B)

### PACKED:

Carriers are required to furnish the following personal protection equipment, as required by product:

- Impact Safety Glasses with Side Shields (ANSI Z87.1-1979)

## EMERGENCY RESPONSE GUIDEBOOK

Emergency response information **is required** for hazardous materials per 49 CFR 172.600 Subpart G. Vehicles **must have** the NORTH AMERICAN EMERGENCY RESPONSE GUIDEBOOK in the cab for loading, unloading or inplant operations. Huntsman bills of lading make reference to guides in the North American Emergency Guidebook.

## GEISMAR, LA ISOCYANATE TRAILER REQUIREMENTS

All tank trucks for Customer Pick-Ups at Huntsman Polyurethanes c/o Rubicon LLC, Geismar, LA MUST be equipped for closed dome loading. Tank trucks must come equipped with two 2" valves with 2" female quick disconnect fittings (one for loading and the other for vapor return) in the dome box.

## CALIBRATION CHARTS – BULK ONLY

Each tank truck trailer or ISO tank loading at any plant or terminal must arrive with the **correct** calibration charts (strapping) for the **actual** trailer or tank that will be utilized for transportation.

Trailers and/or tanks arriving with either no calibration charts or inaccurate charts will be refused loading. Carrier will be required to obtain correct calibration charts and reschedule a loading appointment, where applicable.

## TEFLON GASKET REQUIREMENTS – BULK ONLY

Conroe, Texas  
Freeport, Texas  
McIntosh, Alabama

All tank truck and ISO tank shipments made from the Conroe, TX, Freeport, TX or McIntosh, AL plants (including split loading at other facilities) require **the exclusive use of Teflon Gaskets and Seals on all openings and fittings (including pumps).**

## IN-TRANSIT HEAT REQUIREMENTS – BULK ONLY (TANK TRUCKS)

A number of products require In-Transit Heat (ITH) to maintain loaded temperatures during certain times of the year. Typically defined from November 15<sup>th</sup> thru April 15<sup>th</sup> on shipments more than 500 miles. Maleic Anhydride requires ITH year-round. It is imperative the Carrier adheres to both the Haulier Booking Form and Bill Of Lading instructions on Huntsman prepaid shipments to ensure products do not solidify or become viscous in transit.

The following products require ITH at least a portion of the year: **THIS IS NOT AN ALL INCLUSIVE LIST**

DEA, EDA, some Surfactants

On CPU shipments the customer is required to communicate their requirements to the designated Carrier.

## LOADING/UNLOADING APPOINTMENTS, INFORMATION and DOCUMENTATION

The requirement for loading/unloading appointments, where required, will be strictly enforced. The Carrier arriving for the pick-up or delivery **MUST** match the Carrier for whom the appointment was established.

### LOADING/UNLOADING APPOINTMENT REQUIREMENTS

Appointments are required at the following facilities:

#### BULK:

- c/o SOLUTIA, Chocolate Bayou, TX
- Conroe, TX
- Dayton, TX
- Delta Chemical Service, Baytown, TX
- Freeport, TX Geismar, LA
- LBC, Seabrook, TX
- c/o Kinder Morgan, Perth Amboy, NJ  
(limited to amine water blends and rail/truck)
- National Tank Services, Fairburn, CA
- Port Neches, TX
- c/o SOLUTIA, Gonzalez, FL
- Third Coast, Pearland, TX
- Vopak, Savannah, GA
- c/o Titan Terminal, South Gate, CA
- c/o Wolf Lake Terminals, Hammond, IN

#### PACKED:

- Conroe, TX
- Dayton, TX
- Delta Chemical Services, Baytown, TX
- Geismar, LA
- Port Neches, TX

Carriers must advise ETA's to those facilities not requiring loading appointments.

### DETENTION and MISC BILLING

ALL detention, load cancellation, equipment ordered/not used charges etc. billable to Huntsman **MUST** be billed within 120 days of the ship date (outbound) or delivery date (inbound). Bills received after 120 days **will not be honored.**

#### 1. Detention Invoice Informational Requirements

- Date of Shipment
- Sales Order or Bill of Lading #
- # Hours Delay // Detention Charges
- Demurrage Rate/Hr. (Huntsman **will not honor** detention rates exceeding \$65/hour, unless set forth in a prior contract agreement)

#### 2. Supporting Documentation

- Copy of Loading/Unloading Delay Report **with** cause of delay
- Scheduled Arrival Time // Actual Arrival Time
- Time Started Loading/Unloading // Time Finished Loading/Unloading
- Time Released/Time Out
- Signature/Acknowledgement of In/Out Times and Cause of Delay of Ship/Receive Point Representative on Driver's Manifest
- Copy of Huntsman's Sales Order #; Shipment # in the case of a Prepaid Shipment ([Huntsman Performance Products Only](#))
- Copy of Huntsman's Weight Tickets ([Huntsman Performance Products Only](#)) 25

#### 3. Not liable for detention or load cancellation changes caused by Carrier error; By way of example:

- Lack of Adequate or Expired Insurance Coverage(s)
- Late or Early Arrival
- Failure to:
  - Furnish Correct Equipment
  - Failure to furnish Correct Calibration Charts – BULK ONLY
  - Have Correct Pick-Up Number
  - Have Correct Personal Protective Equipment
- Maintain In-Transit Heat – BULK TANK TRUCK ONLY
- Maintain Temperature – REEFER TRAILERS
- Product delivered at wrong temperature range – ISO Containers ONLY
- Contamination or Dirty/Wet Trailers

- Safety inspections out of date

**4. Forward Bulk Detention Invoices According To The Following:**

- Occurring at a Huntsman Customer: Bill Customer Direct
- Occurring at a Huntsman Polyurethanes Customer: Bill to Huntsman Polyurethanes
- Occurring at a Huntsman Terminal: Refer to Huntsman Billing instructions (page 6)
- Occurring at a Huntsman Plant: Refer to Huntsman Billing instructions (page 6)

**DETENTION**

**Inbound to a Huntsman Facility – ONLY** detention caused by Huntsman will be honored

**Outbound from a Huntsman Facility – ONLY** detention caused by Huntsman will be honored

**Detention at a Customer** – Responsibility of the customer, unless caused by Huntsman

FREE TIME – LOADING and UNLOADING – 2 Hours

**DETENTION APPLICATION and GUIDELINES**

Detention will be considered provided the Carrier has a scheduled loading/unloading time with the facility and arrives within 15 minutes of the scheduled time.

Should a Carrier arrive beyond the +/- 15 minutes “grace period” loading will be accomplished FIRST by loading Carriers arriving within their respective “grace periods” and then loading errant Carriers on a first available basis. All efforts will be made to reduce the delay, but NO detention will be for Huntsman’s account.

In the event Carrier arrives early, free time begins at the appointment time not arrival time

Detention claims will be considered if the delay is caused by Huntsman.

**CERTIFICATES OF ANALYSIS – BULK ONLY:**

**Detention – Waiting on Certificates of Analysis:**

This does not apply to bulk shipments of PG-USP and e-grade (electronics grade) products.

**Customer Arranged (Customer Pick-Up’s) and/or Freight Collect Carriers**

Certificates of Analysis (C/A) will be forwarded by Huntsman to customer using the contact information provided by customer. Once the truck is loaded and available for departure chargeable detention for Huntsman's account shall cease. If customer requires the C/A to accompany the shipment the resulting detention charges (waiting for C/A) shall be his responsibility to his hired Carrier. Huntsman will not accept a detention bill from a Carrier when waiting for C/A or any similar reason, except for PG-USP or e-grade products.

**Huntsman Arranged (Prepaid) Carriers**

Certificates of Analysis (C/A) will be faxed by Huntsman to customer at the fax # provided by customer or to our contracted Carrier. Once the truck is loaded and available for departure chargeable detention for Huntsman's account shall cease. If the customer requires a hard-copy of the C/A to accompany the shipment the resulting detention charges (waiting for C/A) shall be the customer’s responsibility and will be billed by Carrier to the customer when waiting for C/A or any similar reason, except for PG-USP or e-grade products.

## HUNTSMAN BILLING INSTRUCTIONS

COLLECT & CPU shipments held up by the plant, send detention to the Huntsman Plants  
Mandatory to have Huntsman's Shipment Number or PO Number on all invoices for payment processing.

### 1. Huntsman Performance Products (HPP)

- Linehaul & FSC – bill to Broussard ( Prepaid invoices, accompanied by shipment # on the BOL/Delivery Note) [huntpet@broussardlogistics.com](mailto:huntpet@broussardlogistics.com)
- \*Loading and Unloading Detention – send all bills up to \$350 to Broussard only for Dayton, Port Neches & Conroe Plants to ([huntexintl@broussardlogistics.com](mailto:huntexintl@broussardlogistics.com))
- \*Loading and Unloading Detention – send all bills over \$350 to Broussard ([huntpet@broussardlogistics.com](mailto:huntpet@broussardlogistics.com))
- Intraplant Work – bill all directly to the plants
- Trailer Storage at Plant – bill directly to the plant
- Other Accessorial Services, Return Freight (RA Number required) – Broussard ([huntpet@broussardlogistics.com](mailto:huntpet@broussardlogistics.com))

\*Note: The charges on the invoice has to be for Detention only; no other accessorial charges should be included on this invoice.

### 2. Huntsman Polyurethanes (HPU & TPU)

- Linehaul & FSC – bill to Broussard
- Detention – bill to Broussard ([huntpet@broussardlogistics.com](mailto:huntpet@broussardlogistics.com))
- Intraplant – bill to the plant directly
- \*Trailer Storage – bill to the plant directly
- \*Trailer storage fee, with Shipment #, Broussard ([huntpet@broussardlogistics.com](mailto:huntpet@broussardlogistics.com))
- Other Accessorial Services, Return Freight (RA Number required) – Broussard ([huntpet@broussardlogistics.com](mailto:huntpet@broussardlogistics.com))

### 3. Huntsman Textile Effects (TE) – All bills to Broussard

- Exception: Outbound Canadian Shipments – Go to [USIMPORT\\_BILLING@Huntsman](mailto:USIMPORT_BILLING@Huntsman)

### 4. Huntsman Advanced Materials & Textile Effects – All bills to Broussard:

- [huntexintl@broussardlogistics.com](mailto:huntexintl@broussardlogistics.com)

### **BROUSSARD – Freight Invoices, Exports and Domestic**

If sending electronically, Email or EDI, send to:  
[huntpet@broussardlogistics.com](mailto:huntpet@broussardlogistics.com)

### **GENPACT - Imports, Raw materials, Inbound Collect Shipments, and Non-Freight Related:**

Email invoices to: [hunapinvoices@huntsman.com](mailto:hunapinvoices@huntsman.com)

If sending by post, Mail to respective address:

Huntsman  
% Broussard Logistics  
P.O. Box 4601  
Houston TX. 77210  
Help Desk: [support@broussardlogistics.com](mailto:support@broussardlogistics.com)  
WEBSITE: [www.newblims.com](http://www.newblims.com)

Huntsman  
%GENPACT  
P.O. Box 982159  
El Paso, TX. 79998-2159  
Help Desk: [hunaphelpdesk.americas@genpact.com](mailto:hunaphelpdesk.americas@genpact.com)

Oxid Port Plant –Huntsman Int'l -All Bills  
[Jessica\\_Gonzales@huntsman.com](mailto:Jessica_Gonzales@huntsman.com)  
Accounts Payable Administrator  
101 Concrete Street  
Houston, TX 77012

## PICK-UP TRUCKS, FLAT BED TRAILERS – PACKED ONLY

**Pick-Up Trucks:** Cargo box must have 4 (four) side walls. Height of sides must be a minimum of 18” (eighteen inches). Weight capacity limited by the truck manufacturer’s recommended loading capacity.

**Flat Bed Trucks:** 4 (four) side stakes must be provided OR a head-ache rack on the front + side stakes on the remaining 3 (three) sides. Height of side stakes and head-ache rack must be a minimum of 18” (eighteen inches).

Cargo must be secured with appropriate cargo straps.

Placard Holders required for hazardous materials

### A. Not acceptable



### B. Acceptable with stake type fence (see picture C)



### C. Acceptable stake bed trailer



## REEFER TRAILERS – PACKED ONLY

ALL reefer trailers must be able to securely block/brace shipments with the use of Carrier furnished cargo bars, straps, load locks or other devices acceptable to the loading location.

### Drum or Tote Shipments:

Certain products require, by their nature, to be shipped in a climate controlled environment – i.e., shipped in a frozen state, protected from freezing etc. In these circumstances Huntsman reserves the right to ship these products in “reefer” trailers.

**Bag, Box or Gaylord Shipments:**  
No restrictions on “reefer” type trailers.

**PROPYLENE GLYCOL USP (PG-USP) REQUIREMENTS – BULK ONLY**

In the spirit of Product Stewardship and Responsible Care, the following applies to the transport of all tank truck shipments of PG-USP. These procedures are necessary to ensure the integrity of PG-USP while in transport from production and terminal facilities and to protect the consuming public from potentially harmful contamination situations which may occur in tank truck vehicles which are used to deliver food and consumer products.

**PG-USP TRANSPORTATION REQUIREMENTS – BULK:**

- NON-SPEC trailers **are** acceptable for the transport of PG-USP
- Certified food grade or dedicated PG-USP ISO Tanks and tank trailers required
- Single or Compartment trailers acceptable (all compartments must be in food grade service)
- Trailers in Food Grade Service must have the last three (3) contents verified and approved by Huntsman Quality Assurance (contacts listed below)
- Drivers must provide documentation of the contents for the prior three (3) shipments

**PG-USP PRIOR CONTENTS VERIFICATION PROCEDURES – BULK:**

Carrier must provide the following written documentation when loading appointment is established.

- Trailer Number
- Certification trailer is in dedicated PG-USP or dedicated Food Grade Service
- Wash-out certificate for the prior load listing trailer #, Date of wash, type of clean (i.e. Kosher, food grade )
- Documentation identifying 3 (three) prior contents
- We reserve the right to require copies of the 3 prior Bills of Lading and/or MSDS's

**PG-USP PRE-LOADING PROCEDURES (at Bulk Facilities):**

Loading Terminal must complete the following inspections

- Visual inspection of trailer to confirm clean, dry and odor free
- Visual inspection to confirm that hoses/pumps are bagged and/or sealed
- If order calls for hoses and/or pump and the equipment is not on the trailer/tractor arriving to load truck is to be rejected as “unfit to load”

**PG-USP (BULK) CONTACT PHONE NUMBERS – questions, verification and approval of prior contents:**

SHIPPING LOCATION	DEPT	PHONE	FAX
<b>Port Neches Plant</b>			
Quality Assurance Dept.	Quality	409-723-4093	409-724-4624
Port Neches Plant Traffic Office:	Traffic	409-724-4474	409-724-4555
<b>Terminal Facilities:</b>			
Kinder Morgan, Perth Amboy, NJ	CSR	732-826-1144	732-934-2070
Oiltanking, Channahon, IL		815-423-2700	815-423-2770
Titan Terminal, South Gate, CA	CSR	323-832-5055	323-560-5625

**CARGO TANK TESTING – BULK ONLY**

Applies to all hazardous and non-hazardous except PG-USP.

All tank truck cargo tanks (except dedicated food grade cargo tanks transporting PG-USP) must meet DOT Qualification and Maintenance of Cargo Tanks (49 CFR 180.401 to 180.417).

Trailers must be tested, inspected and marked, VIK (Visual Internal Leak Test), within the twelve (12) preceding months (see 180.407(c) and 180.415).

**THICKNESS TEST**

Applies to unlined cargo tanks for the transportation of materials potentially corrosive to the tank.

The U.S. DOT and Huntsman both require thickness testing and proof the reoccurring testing once every 2 years was completed prior to loading. (49 CFR 180.407 (I)).



Huntsman ships and receives liquids meeting the DOT definition of Class 8 or Corrosive Liquids. For purposes of this section, "corrosive" means the liquid causes the full thickness destruction of human skin at the site of contact within a specified period of time or specified corrosion to metals.

Unlined cargo tanks constructed of aluminum are not permitted and will be rejected for Huntsman Class 8 corrosive products or Ethylene Carbonate and Propylene Carbonate.

Carriers have two (2) methods to document that the thickness test has been performed within the proceeding twenty-four (24) months on a tank truck.

- Method 1: Stencil front end or head of trailer ("VIK" area) with the letter "T" plus the inspection date.
- Method 2: Driver provides written testing documentation to Huntsman personnel upon arrival at our facilities.

All ISO tanks or IM portable tanks must meet 49 CFR-173.62a, 173.32b and 173.32c. ISO tanks need to be tested, inspected and marked with hydrostatic test (5 years), identification markings of the approval agency witnessing the test and date of the last visual inspection (2.5 years) must be marked near the metal identification plate (49CFR 173.326(d)). In the event an ISO container, IM Portable Tank or Tank Trailer (collectively "vessel") arrives without the required test and proper marking, the vessel will be rejected as unfit to load.