



SUPPLY QUALITY ASSURANCE PROCESS

REQUIREMENTS FOR INFINEUM BAYWAY AND US OFFSITE FACILITIES



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Carrier Requirements

POLICY: The Supplier is responsible to review Infineum’s requirements with each carrier.

TRACTOR TRAILERS: Unless otherwise specified, all TRACTOR trailer deliveries shall include the following:

- A minimum three-inch positive displacement pump with a working by-pass.
- A pump equipped with a safety valve for automatic shutdown should excessive pressure be reached.

TRAILER REQUIREMENTS: Unless otherwise specified deliveries shall include the following:

BULK LIQUID	COMPARTMENT TRAILERS	ISO CONTAINERS/BLC'S (BULK LIQUID CONTAINERS)	PACKAGE/FLATBED TRUCKS
<ul style="list-style-type: none"> • MC 307 or MC 407 double conical • Insulated • Externally coiled • Stainless steel • Safe access to the top of trailer • Connections for nitrogen and/or air • Working outside temperature indicators • Ability to accept minimum of 250°F product temperature • Equipped with 40 feet of 3 inch hose rated for the product being off-loaded and quick connect fittings • Appropriate strapping table • Hose should be rated at minimum of 200 psi. This information should be visible on the hose itself. Evidence of periodic pressure test should be available if required. Hose must be clear of residue from previous load. 	<ul style="list-style-type: none"> • The ability to allow unloading of multiple products without cross contamination through the use of common piping. • The manifold should have a clear indication of the compartment number it is serving. • Baffling within the truck should be designed to allow for loading of low heat and high heat products without fear of localized overheating between compartments. • Tags identifying products in the compartments must be attached to appropriate valves and so noted on the Bill of Lading. 	<ul style="list-style-type: none"> • Light weight chassis and equipment capable of 20 metric ton loads. • Equipped with metric/English conversion fittings. • Container must be cleaned and pressure tested. • Heating coils with a minimum of 7 square meters, with steam heating working pressure of 3 bar minimum (only if heating is requested). • Rear outlet/discharge valves must be provided. • Containers must have clean exteriors with old labels or placards removed. • Calibration charts for container. 	<ul style="list-style-type: none"> • 55 gallon steel drums must be 18-18 gauge and closed head and palletized. • Bags/five gallon pails must be palletized and shrink wrapped. • Product delivered in other than 55 gallon drums, super sacks or tote bins must be palletized and shrink wrapped. • Packaged products must be stenciled or otherwise display the Infineum formula number and net, gross, and tare weights on each individual container. Stencils only on shrink wrap is unacceptable. • Flatbed trucks must be loaded with the pallet openings facing outward for ease of unloading. • Package truck deliveries to Linden Warehouse require 24 hour advance notice to schedule delivery appointments. Applicable for Bayway deliveries only. • NEW JERSEY REQUIREMENT: All packaged material must contain New Jersey Right to Know Labels.
<p>All BULK CARRIER deliveries shall include the following:</p> <ul style="list-style-type: none"> • Fittings with male/female adapters for 2 and 3 inch connectors. • Wire tie downs for quick connect ears and adapters, regardless of types. • Strapping charts applicable for each compartment of the trailers. • Ability to provide a compressor when requested. 			



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Carrier Safety Requirements

POLICY: Supplier and carriers must adhere to the Carrier SAFETY REQUIREMENTS set by Infineum. Supplier is responsible for providing the safety information to carriers engaged by the suppliers to make deliveries, regardless of which company is responsible for freight or irrespective of where title of product changes.

Failure to comply with these procedures may lead to product return at the supplier's expense.

PERSONAL SAFETY EQUIPMENT: The carrier is responsible for providing their personnel with PERSONAL SAFETY EQUIPMENT appropriate for the material they are handling. The following *minimum* personal protective equipment must be worn at all times when leaving the cab:

- Hard hat (any color except white) preferably with identification of your company.
- Substantial shoes (no sneakers, sandals or canvas shoes).
- Safety glasses with side shields and chemical splash goggles.
- Long trousers (or coveralls) and long-sleeved shirts (no shorts or "T" tops).
- Proper clothing, gloves and other required safety gear for the material being handled (face shield, respirator).
- Fire Resistant Clothing (FRC) must be worn when transporting a product with a flash point of 140° F or less to any of our U.S. facilities.



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Delivery Assurance

POLICY: Delivery to Infineum location(s) must adhere to quantity, delivery date and time, mode, and special requirements which are communicated at time of order placement for all modes of transportation. Any deviations to Infineum requirements must be notified in advance or product may be returned at supplier's expense.

NOTIFICATION: If a supplier is unable to meet a prescheduled delivery date or time, or is unable to deliver the total quantity ordered for any mode of transportation, supplier must advise Infineum as directed on the Purchase Order.

Failure to provide the above requirements regardless of mode will lead to demurrage charges or product return at the supplier's expense.

DELIVERY HOURS/LOCATION: Suppliers must adhere to the delivery time (+/- one hour) specified for each Infineum Purchase Order. At the time of order placement, the Raw Material Coordinator will assign a date, location, and time for delivery.

DOCUMENTS REQUIREMENTS:

RAILCAR	TRUCK
<p>Unless otherwise specified, all RAILCAR delivery paperwork must be faxed on the date of shipment to the contact as indicated on the Purchase Order.</p> <ul style="list-style-type: none"> • Supplier's Ship Notice or Bill of Lading with Infineum purchase order number • Material Safety Data Sheet (MSDS). • Certificate of Analysis (COA) • Empty railcar return instructions • Strapping table (only on gaugeable railcars) • Comply with all DOT requirements 	<p>Unless otherwise specified, all TRUCK deliveries must present the following paperwork upon entering any Infineum facility.</p> <ul style="list-style-type: none"> • Supplier's order form or Bill of Lading with Infineum purchase order number • Material Safety Data Sheet (MSDS). • Certificate of Analysis (COA).
<p>QUANTITY DISCREPANCIES: In the event of quantity discrepancies exceeding +/- half of one percent (.5%) of the Bill of Lading quantity, Infineum will attempt to contact the supplier for resolution prior to unloading. If contact cannot be made, Infineum will employ a certified independent inspector to verify the quantity. The cost of said inspector will be borne by Infineum unless proof of the variance has been determined to be supplier's fault at which time Infineum will advise that billing is to be to the supplier.</p>	<p>QUANTITY DISCREPANCIES: In the event of quantity discrepancies exceeding +/- half of one percent (.5%) after unloading, Infineum will verify that the truck has been completely discharged of its cargo. If a discrepancy exists, Infineum will notify the supplier of the noted discrepancy.</p>



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Paperwork Requirements

POLICY: Any delivery received that does not have properly prepared paperwork with driver or on file, may be rejected at supplier's expense or until necessary data can be obtained.

REQUIREMENTS:

COA's Certification of Analysis	CERTIFICATE OF ORIGIN	BILLS OF LADING
<ul style="list-style-type: none"> • Supplier letterhead • Shipment date • Destination • Tank truck/railcar identification number • Lot/batch number • Quality Coordinator Contact • Product name or description that matches Infineum Purchase Order • Infineum Purchase Order Number • Infineum Specification Limits with Target • Values <p>The COA for each shipment must include individual COA's when more than one batch or lot is included in shipment.</p> <p>All Certificates of Analysis provided must include the properties referenced under "Certificate of Analysis Requirements" as indicated in the Infineum Specification Agreement and include unit of measure, test methods, test results and specifications limits. If no specific properties are marked as required on the COA, then each test listed on the specification must be listed on the COA.</p>	<ul style="list-style-type: none"> • Ten digit Harmonized Commodity Code • North America Free Trade Agreement (NAFTA) • Certificate of Origin qualification • Percent Imported <p>Supplier must notify Infineum in writing if the source of the product changes during the contract period causing 1) the product to no longer meet NAFTA rules of origin or 2) a change in the percent imported. Failure to comply with this requirement may lead to cancellation of the Infineum Outline Agreement.</p>	<ul style="list-style-type: none"> • Product name or description that matches Infineum Purchase Order • Infineum Formula Number as indicated in the Purchase Order • Infineum Purchase Order Number • Actual load quantity



Entering and Leaving Procedures

Unless otherwise specified, suppliers must adhere to the following procedures:

Steps one and two apply to *Bayway only*.

1. The Bayway Industrial Complex, in which Infineum USA L.P. is located, has been designated as a Maritime Transportation Security Act (MTSA) regulated facility by the Transportation Security Administration. Under this Federal Regulation, all personnel entering secured areas of the facility must possess a TWIC card.
2. When you enter the gate, you receive an ENTRY/EXIT PERMIT (Gate Pass). You are required to comply with the PERMIT instructions and all other instructions given by the Security Guard. All vehicles should then report to the West Side Avenue Scale for further instructions and paperwork to commence the off-loading process. (Refer to Appendix A, Inbound Shipment Procedure)
3. The carrier is responsible for informing their personnel of the hazards of the material they are carrying and how to unload it. The required MSDS contains this information. If this data has not been reviewed or the driver does not possess the appropriate MSDS, no material is permitted to be delivered or picked up in any Infineum plant.
4. Ask for assistance in backing, if necessary.
5. If a carrier believes any of our facilities are unsafe, do not use them without first resolving the matter with area personnel.
6. Do not couple to any trailer or process unit until the driver has checked with area personnel. Area personnel must confirm that it is the correct trailer/process unit to be moved or to receive product.
7. Do not remove "Caution-Trailer Connected" or similar signs. These must be removed by area personnel only.
8. Do not block roadway access or egress.



Traffic Rules

Unless otherwise specified, suppliers must adhere to the following procedures:

1. Maximum speed limit is 14 mph or as posted. Drive with caution at all times.
2. No smoking in vehicles. Smoking in an unauthorized location or in motor vehicles within the plant is forbidden. Only safety matches and covered lighters are permitted for smoking purposes in authorized areas only.
3. The use of any open flames or flares is prohibited.
4. All valves, tailgates, domes, and doors shall be secured when vehicle is moving.
5. Keep headlight beam to lower level at night, use high beams only when necessary.
6. Make full stop at all STOP signs and railroad crossings.
7. Proceed with caution when passing over railroad crossings.
8. Pedestrians, ambulance, railroad, fire, and security equipment have the right of way at all times.
9. Immediately report any accident incident that involves you to Plant Security (908) 523-6385 (Bayway only).
10. Cameras, firearms, illicit drugs and alcohol are not permitted within any Infineum plant.
11. Pets are not permitted within any Infineum plant.
12. Persons under 18 years of age are not permitted to accompany the carrier's personnel (driver) into any Infineum plant.
13. Infineum is not responsible for loss or damage to vehicles or personal property resulting from accident, fire, fumes, theft, or other causes, except when caused by the sole negligence of the company or its employees



Loading and Unloading Procedures

Unless otherwise specified, suppliers must adhere to the following procedures:

1. Turn off the engine unless needed to pump or compressor operation.
2. Find out where the nearest safety shower is and how to use it.
3. Where available, review the signs for "Safe Unloading" of material being handled.
4. Tractor and trailer must be properly chocked per DOT/OSHA regulations to prevent movement.
5. Do not connect any hoses until the correct line is pointed out to you by an authorized plant colleague.
6. All connections must be leak tight. If using flanges, there must be a proper sized bolt in good condition in each bolt hole in the flange. If gaskets are used, they should be inspected prior to use and be in good condition. Hose "ears" must be wired closed.
7. Do not operate plant valves or pumps unless directed by area personnel.
8. Do not use worn or damaged hoses.
9. Trailers handling flammable liquids/gases or combustible liquids must be grounded.
10. No one is allowed in the tractor while loading or unloading a connected trailer.
11. Remain within 25 feet and be in sight of your trailer unless directed to another location by area personnel. If so, stay there, Do Not Wander.
12. If you get any chemical on you, go to a safety shower and immediately wash off affected area. If you are exposed to any chemical fumes, or suffer any injury, no matter how slight, report at once to area personnel.
13. Report any equipment damage or product spillage to area personnel. Do not drive a truck through any product spill. If a spill is made, clean up equipment or contractor help will be provided. All costs for cleanup, waste disposal and lost product will be billed to the carrier if proven at fault for the spill.

Appendix A

1. Truck arrives at Main Gate. Security Guard instructs driver to follow signs to Westside Avenue Scale and provides driver with Gate Pass.
2. Driver follows signs and pulls onto scale.
3. At terminal in Scale Control Booth, driver enters the following data:
 - "Inbound Delivery", then selects "Weigh In"
 - Carrier Name
 - Infineum Purchase Order Number
 - Trailer Number
4. Truck is weighed. Weight and time are recorded in system. Driver is responsible for picking up a copy of the "Receiving Report" which includes the truck weight and unloading checklist. The Receiving Report is printed out in the scale control booth at time of weigh in.
5. For inbound, after weigh in, driver goes to Blending Control House. Distribution Coordinator will check the paperwork and advise where the cargo will be unloaded. Driver will be instructed to report to the unloading spot or a designated meeting spot. If a driver is unfamiliar with the yard, maps are provided in scale control booth.
6. Upon arrival at designated Unloading Area, a Infineum unloader will check the driver's paperwork:
 - Bill of Lading
 - Certificate of Analysis COA.
 - Carrier Delivery Receipt if applicable.
 - Infineum Receiving Report generated at scale control booth.
 - DOT Checklist generated at scale control booth.

The Infineum unloader will check to ensure correct lineup to tank and that desired quantity will not overfill tank.

7. When unloading is complete, driver returns to the Westside Avenue Scale, and enters the following data:
 - "Inbound Delivery", then selects "Weigh Out".
 - Infineum Purchase Order Number
 - Three 3. copies of Infineum Receiving Report will be printed.
8. Upon completion of terminal entry, the driver will submit the following paperwork in the Westside Avenue Scale drop box:
 - Bill of Lading
 - Certificate of Analysis COA.
 - Carrier Delivery Report
 - Infineum Receiving Report 1 copy.
 - DOT Checklist
9. Driver returns to the Security Guard and provides the following paperwork:
 - Infineum Receiving Report 1 copy.
 - Gate Pass
10. One Copy of the Gate Pass* is returned to the driver as a record of the total time spent in the yard, along with One Copy of Infineum Receiving Report.

* Copy of Gate Pass with yard times must be submitted with any invoice claims for demurrage.

Appendix B

INFINEUM LIFE-SAVING RULES

Life-saving rules are a set of mandatory requirements for colleagues and contractors working for Infineum or inside Infineum premises aimed at preventing serious or fatal accidents. Failure to comply with these prescribed life-saving rules could result in disciplinary actions commensurate with the assessed level of responsibility. Each Site will implement Life Saving Rules in accordance with local regulations on employment and service contracts.

WORK SAFELY	Work with a valid Work Permit , when required	
	Obtain authorization before entering a Confined Space	
	Do not sign, issue or accept a work permit without Energy Isolation, Gas Test or Field Verification when required	
	Obtain authorization before over-riding or disabling Safety Critical Equipment	
	Do not Open Process Equipment without proper PPE and or verifying it is properly cleared, isolated and de-energized	
	Remove Lock Out/Tag-Out Devices only if authorized	
BEHAVE SAFELY	No Smoking except in permitted areas	
	Comply with safety rules when Working at Height	
	Do not walk under a Suspended Load	
	Do not consume or be under the influence of alcohol or drugs whilst working or driving	
DRIVE SAFELY	Do not exceed the Speed limit	
	No phone when driving (engine on, phone off)	
	Wear Your Seat Belt on the road and within Infineum sites	



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