



Kinder Morgan – Carteret, NJ

78 Lafayette St.
Carteret, NJ 07008

Loading Hours: Mon – Fri **6:00 h – 16:00 h**
Office Hours: Mon – Fri **8:00 h – 16:00 h**

Scheduling Requirements

- Carrier must call KM dispatch 24 hrs. in advance to schedule an appointment time for loading. Phone: 732-541-5161 Ext. 75253 & Ext. 75252 or Phone: 732-969-5725
- KM is a TWIC compliant terminal. Driver will need TWIC card in his/her possession to be verified by dispatch prior to loading.

Truck Loading Requirements

Attached is the request to load form every driver must come in with. Before the scale in this, should be completely and correctly filled out. Below are bullet points of some of the items, they keep missing or having incorrect information:

- Customer Number (If Dow, ensure it is their correct number and not delivery #)
- Consignee
- Trailer MC/DOT (We really only need the last 3 digits)
- Type of Trailer
- Pressure Date
- V.I.K Test Date
- Compartment to load in
- Correct Product name written out fully
- Quantity to load
- Comp Capacity
- Product Last Contained

Drivers will also need the following items:

- Washout certificate
- Chart (Innage) trailer must be typed on it, no handwritten information

Ensure the drivers are wearing the proper PPE when scaling in and at the loading rack. As it is getting warmer I will be doing spot checks. If a driver is found without his PPE on the following will be advised:



- 1st Offense – 1 week ban from all terminals
- 2nd Offense – 30 day ban from all terminals
- 3rd Offense – Permanent ban from all terminals.

PPE Requirement for Drivers

1. Hard Hat
2. Safety Glasses & Splash Goggles
3. Flame Retardant Clothing (FRC) with Reflective strips or vest
4. Steel Toe Boots
5. Gloves

Other things to keep in mind:

- Drivers loading at the Dow Rack – must be trained. New drivers can only come between 8AM and 1PM. New drivers arriving outside these hours will be sent away.
- We do understand that English is not the main language but at the same time, we need to ensure the drivers understand. We have multiple times, spent time trying to communicate with a driver who has broken English.
- Appt. times are the biggest issue,. Drivers have a half hour window before or after their appointment time. If they arrive early, will be asked to park in overfill area until it is their scheduled appt time. If a driver is late and called ahead to advise, we will work him into the schedule. If a driver is late and no call is made, he will either wait to the end of day or maybe asked to rescheduled. This time frame is important as we have scheduled other trucks during that time and it is not fair to them to be pushed back because someone is late.
- If your order is cancelled and you scheduled it, please call and advise so we can remove from the schedule.
- If your delivery date changes, makes sure when you call to schedule it for a new time, you advise us to remove the other order off the scheduled.



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