



Odfjell - Seabrook

12211 Port Rd.
Seabrook, TX 77586

Loading Hours: **24/7 Operations**
Office Hours: Mon – Fri **8:00 h – 16:00 h**

Contacts

houllogistics@odfjell.com

Carrier must send email to schedule appointment. Please wait approx. 4 hours after receiving order to reach out to schedule appt.

Scheduling Requirements

VEHICLE REQUIREMENTS

- Any road tank truck or Iso container (together “vehicle”) picking up a load must be less than 100 degrees F if loading flammable/combustible cargo.
- Vehicles that are clean and dry, loading chemicals that are flammable will need to be purged with nitrogen to at least 8% oxygen (except for cargos that require oxygen). Odfjell will purge if the vehicle does not come in already purged.
- Carrier’s must provide current Insurance Certificate to Hou.Insurance@odfjell.com and be approved before scheduling a load to pick up or to deliver.

TANK TRUCKS

- Trailer must be clean, free of liquid and odor free unless waiver provided by customer to topload over last contained residue
- Certified strapping charts (matching chart to trailer) are required before loading
- Bottom cargo inlet/outlet needs to be a 3” male quick fit
- Vapor
 - 1” or 2” valve AS150 threads
 - 2” male quick fit or
 - 3” standard threads (washout) for Odfjell to adapt to
- Regulated chemicals – tank trucks must be in compliance with the VIK and 49 CFR 396.
- Non-regulated chemicals – must be in compliance with 49 CFR 396 and VIK (if VIK is out of date, customer must approve).

COMPARTMENT TRUCKS

- Picking up or dropping off a load in a compartmental tank truck needs to be discussed during scheduling of the tank truck, as this requires more than a 1-hour appointment and for multiple orders to be created internally.

DRIVER REQUIREMENTS

- Drivers and co-riders **MUST** have long pants and short or long sleeve shirts made out of FRC (Flame Retardant Clothing) or a FRC lab coat over street clothes. Also, a hard hat, goggles and closed toed shoes are required.
- Drivers must have a valid TWIC or be escorted by someone from the carrier that has one (Odfjell does not escort).
- Drivers do not hook up and disconnect vehicles. Odfjell operators do all connections, loading and unloading.
- Drivers are not allowed to climb on the vehicles while inside Odfjell.



- Drivers have a 30-minute window before and after their scheduled time. Anything after will need to be rescheduled.

PAPERWORK REQUIREMENTS

- The OQ order number MUST be exact when given to the security guard for entry. When delivering, the order number must never be hand written or an approval from the customer will be needed.

LOADS

- Wash out slip if vehicle is clean, dry and odor free. If not, a waiver from the customer is needed.
- Driver will need to fill out an Odfjell Truck Loading Slip (which contains):
 - **Must be filled out in advance prior to arrival or risk rejection at the gate.**
 1. Date/Time
 2. Driver Name
 3. Pick up Number
 4. Product to be picked up
 5. Carrier Name
 6. Trailer Number
 7. Driver signature, upon arrival confirming all information is accurate and correct