



Legal Company Name
Company Physical Address
City, State, Zip
Attn: [Insert Name of Contact]

Dear [Insert Name of Contact]:

Your company currently lifts products from Chevron's proprietary terminals. Under your Truck Loading Agreement (TLA) with Chevron, you must document your initial and subsequent annual tank vehicle inspections on the Tank Truck & Tank Trailer Inspection Form, attached as Exhibit C to the TLA. We are pleased to inform you that we have streamlined and updated the form to make it more user-friendly. Below are links to

1. The updated [Tank Truck & Tank Trailer Inspection Form](#) (Exhibit C)
2. General instructions on [Tank Truck & Trailer Inspection Process](#) (Exhibit B)

Chevron will start using the updated form for its unscheduled tank vehicle spot inspections. **Please start using it for your tank vehicle inspections as soon as possible. Chevron will start requiring the form on January 1, 2015.**

As a reminder, Section 6(a) of the TLA requires you to inspect your tank trucks and tank trailers prior to first loading and annually thereafter to confirm compliance with all of Chevron's requirements in Exhibit A which remains unchanged. You must document each such inspection with the form in Exhibit C. This new Tank Truck & Tank Trailer Inspection Form will officially replace the prior form as Exhibit C. If you do not comply with this requirement, you risk having your loading privileges suspended and/or the TLA terminated.

When submitting your annual vapor certification documents to the terminal for each vehicle, include the latest annual Exhibit C form so that the terminal can review and validate that all of Chevron's requirements have been met for this vehicle.

Our terminals will continue to perform Chevron Truck Inspection Process (CTIP) spot inspections. These spot inspections may be completely unannounced, notifying the driver as the truck arrives at the terminal, or the terminal may contact you to schedule a CTIP inspection at a mutually agreeable time and place. These inspections normally take less than one hour. We appreciate your cooperation in this effort.

If you have any questions regarding the new Tank Truck & Tank Trailer Inspection Form, please contact your local Chevron terminal.

Thank you,

Ken Smith
Fleet Transportation Manager