

Weight Sheet User Guide
for
3rd Party Vehicle Crossing Requests

Version 1.0
October 20, 2022





1 Background

Pembina uses a semi-automated process for the completion of surface loading calculations required for vehicle and equipment crossing requests. For this process to work as designed, a set of complete Weight Sheets needs to be included in a crossing request. If Weight Sheets are submitted that are incomplete, the process will not work as designed, and significantly more time will be needed to process the request. By submitting a set of complete Weight Sheets, you are helping Pembina be able to process your request in a timely manner.

This User Guide contains guidance on how to fill-out a set of complete Weight Sheets.

2 How to Complete a Weight Sheet

To complete a Weight Sheet, follow these steps:

STEP 1

Use the most recent version of the Pembina Weight Sheet as found on Pembina external website [Pembina Weight Sheet](#)

STEP 2

Complete the Weight Sheet Cover Page using the guidance shown on the following page. Vehicles included:

- Tracked vehicles;
- Tired vehicles; and
- Non-Standard vehicles (See Step 6)

The most common way to gather vehicle specifications is by doing a web search on the brand and model of the vehicle or visiting the manufacturer's website.

STEP 3

Complete a Weight Sheet for each tired and tracked vehicle included in your request.

- a. Use the marked up Weight Sheets in the following pages as guidance:
 - i. **Green** call-outs show a properly completed Weight Sheet.
 - ii. **Red** call-outs show an improperly completed Weight Sheet.

STEP 4

Review Table 1 Do's and Don'ts for Weight Sheets for additional guidance and explanations.

STEP 5

Compile a set of complete Weight Sheets.

STEP 6

Non-Standard vehicles (if applicable).

STEP 7

Review your set of Weight Sheets.



STEP 2 – Complete the Weight Sheet Cover Page

WEIGHT SHEET

Please complete this form and return to sender. This information is required **prior to initiating a crossing agreement**. Please ensure the form is completed accurately. Incomplete information will result in a delay in issuing the crossing agreement.

| | |
|--|--|
| Requesting Company: | Pembina Pipeline Corporation |
| Legal Location: | NW 15-025-04-W5 |
| Requesting Company File #: | File # 0000 |
| Temporary Crossing Date Required/Duration: | Start Date: November 6, 2022. End Date: January 10, 2023 |

Please complete all yellow boxes on the following diagrams for vehicles you will be crossing with:

| TIRED VEHICLES | |
|----------------------------|--|
| Vehicle Name, Make & Model | |
| Hydrovac Truck | |
| | |
| | |
| TRACKED VEHICLES | |
| Vehicle Name, Make & Model | |
| CAT D6 Dozer | |
| | |
| | |

Instructions:

When entering data into the weight sheet please ensure that:

- All fields are complete with data
- All fields are in the correct units as they are represented within the weight sheet (Imperial/English)
- Data entry does not contain any alphabetic or special characters (kg, /, *, -, etc.)

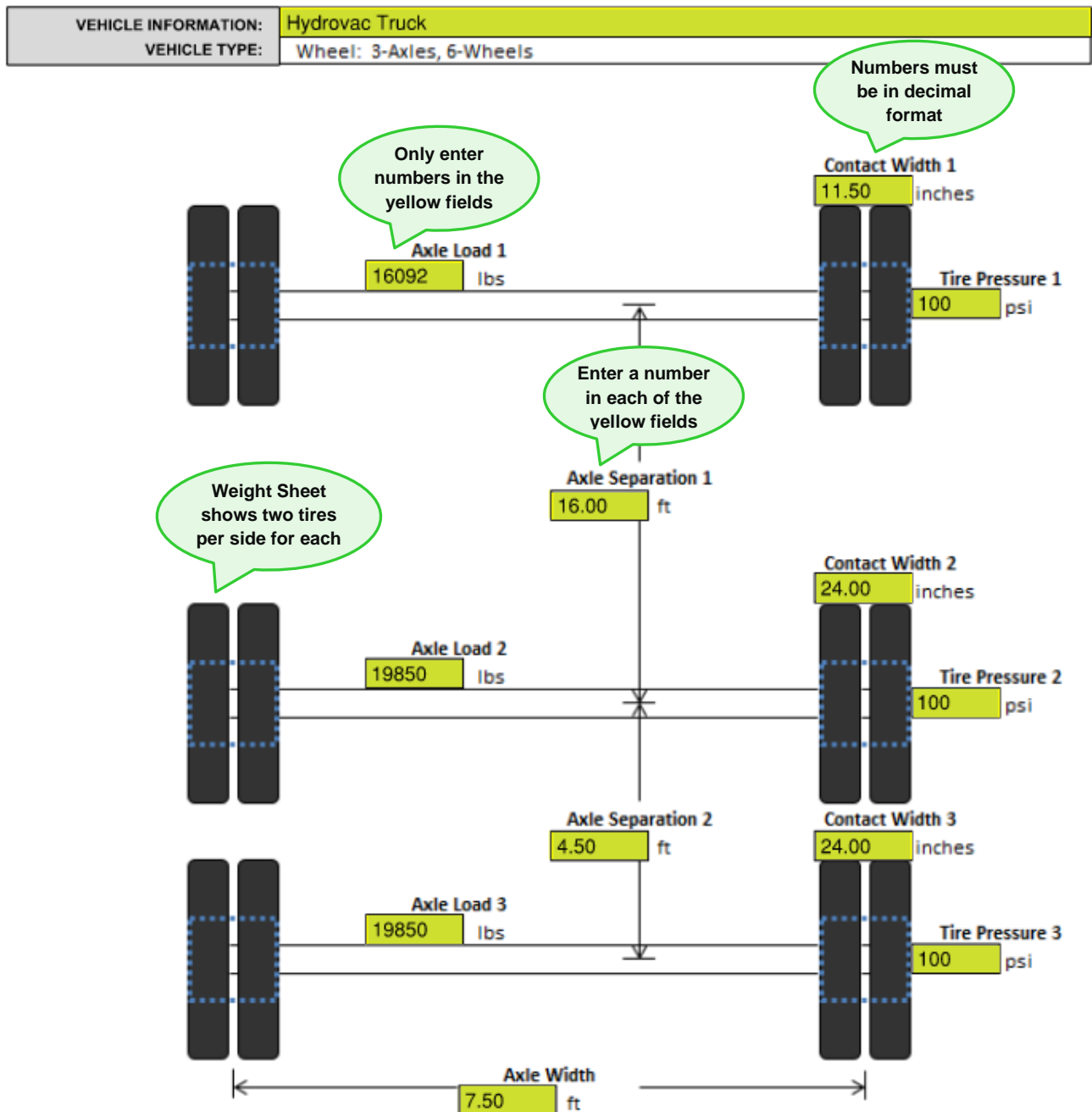
If a vehicle included within your request is outside of the parameters enabled within the weight sheet, please contact Pembina Land directly.

“You hereby acknowledge and agree that you remain responsible and liable for the accuracy and reliability of all information provided and Pembina Pipeline Corporation and its affiliates assume no responsibility for the verification of such information. You will remain liable and indemnify Pembina Pipeline Corporation and/or its affiliates for any damages incurred as a result of inaccurate data provided that is relied upon by it to complete the surface load assessment. ”



STEP 3 - Complete a Weight Sheet for each tired and tracked vehicle included in your request using the following pages as guidance

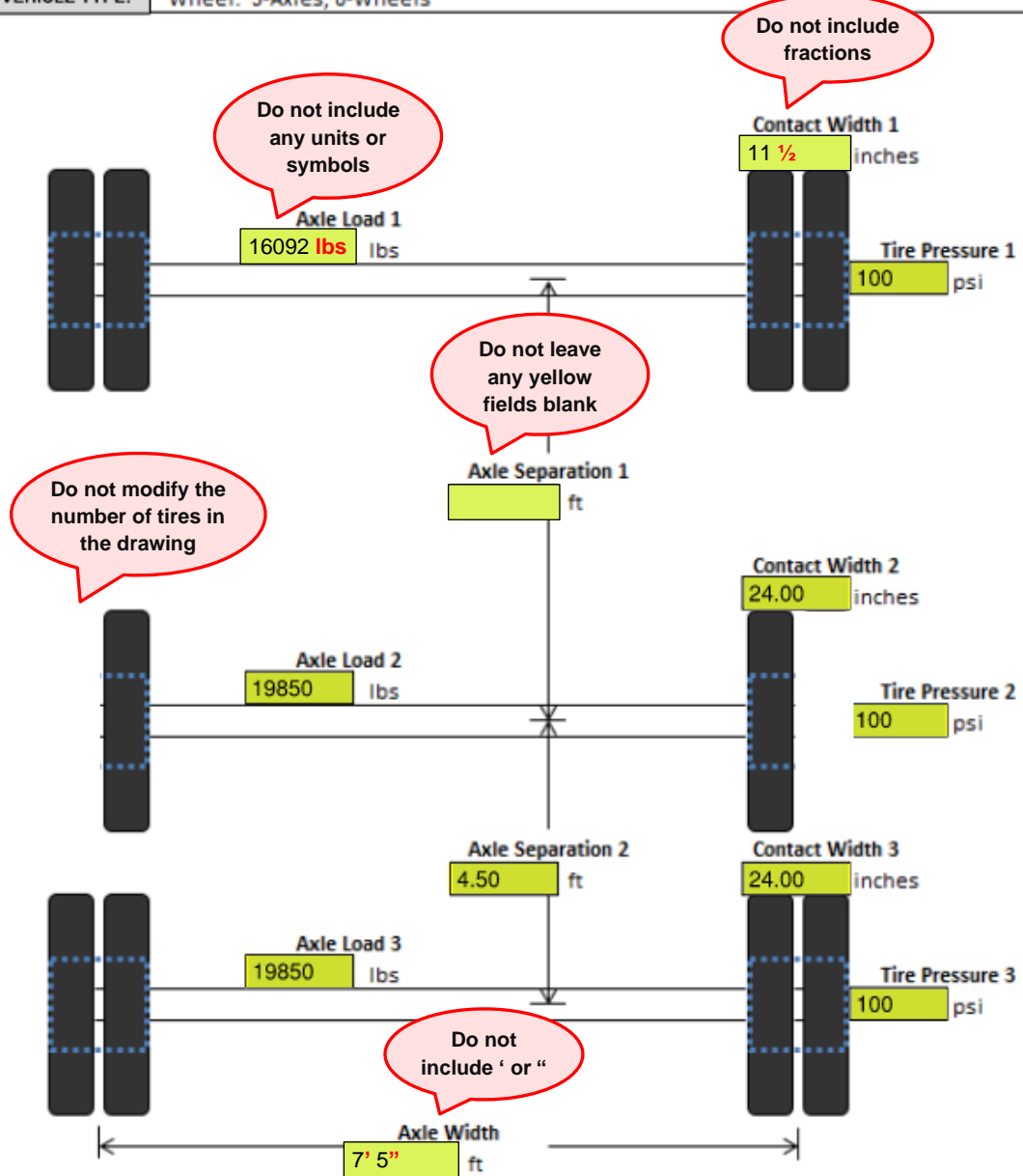
Input for Surface Vehicle Live Load





Input for Surface Vehicle Live Load

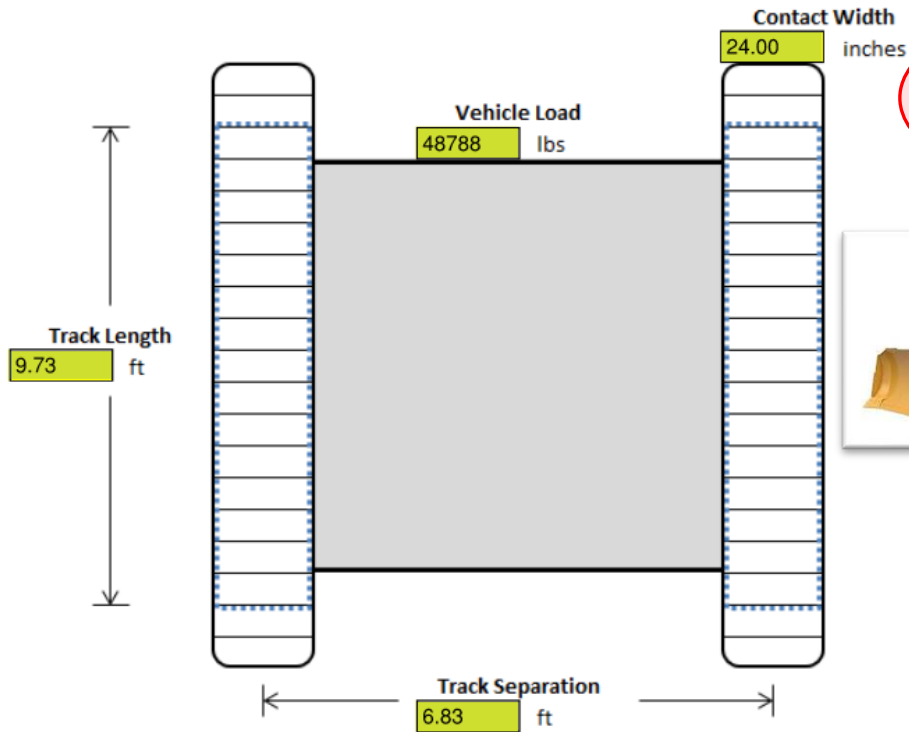
| | |
|----------------------|-------------------------|
| VEHICLE INFORMATION: | Hydrovac Truck |
| VEHICLE TYPE: | Wheel: 3-Axes, 6-Wheels |





Input for Surface Vehicle Live Load

| | |
|----------------------|--------------|
| VEHICLE INFORMATION: | CAT D6 Dozer |
| VEHICLE TYPE: | Track |





Do not include extra information in the weight sheet such as sketches or drawings





STEP 4 – Review Table 1 (Do’s and Don’ts for Weight Sheets)

|  |  |
|---|---|
| <p>DO NOT delete the Weight Sheet cover page</p> <p>Why? The cover page and information contained on it is required for the automated process to run properly</p> | <ul style="list-style-type: none"> • Include and complete the Weight Sheet cover page |
| <p>DO NOT modify the Weight Sheet</p> <p>Modifications includes erasing extra tires or making any sort of modification to the Weight Sheet</p> <p>Why? This will cause the automation process to not run properly and more time will be needed to process the request</p> | <ul style="list-style-type: none"> • If there are just single tires on the steering axle, and not doubles as shown on the Weight Sheet, enter the width of the single tire for ‘contact width’, but do not erase or ‘X’ out the extra tires • Modifications to the Weight Sheet are acceptable only in the case of a Non-Standard vehicle (see Section 3) |
| <p>DO NOT include extra information in the Weight Sheets</p> <p>Extra information includes hand sketches, manufacturer’s brochure etc.</p> <p>Why? This will cause the automation process to not run properly and more time will be needed to process the request</p> | <ul style="list-style-type: none"> • If you have extra information, please include it as a file separate from the set of Weight Sheets • Title it ‘Supplemental Information’ • Do not use the words ‘Weight Sheet’ in the title of this file |
| <p>DO NOT scribble or hand-write any notes on the Weight Sheet</p> <p>Why? This will cause the automation process to not run properly and more time will be needed to process the request</p> | |



STEP 5 - Compile a Set of Complete Weight Sheets

A complete set of Weight Sheets includes the completed cover page and a Weight Sheet for each vehicle that will be crossing a Pembina pipeline as part of your project. The number and types of vehicles included in the set of Weight Sheets need to match the number and types of vehicles listed on the cover page.

3 Non-Standard Vehicles

STEP 6 - Non-Standard vehicles (if applicable)

Non-Standard vehicles or equipment are defined as:

- equipment with rollers;
- vehicles with >5 axles; or
- custom-made vehicles or equipment that don't fit the axle configurations shown on the Weight Sheet.

If your request does not include any Non-Standard vehicles as defined above, skip Step 6 and proceed to Step 7.

To submit a Weight Sheet for a Non-Standard vehicle, follow these steps:


- 1. Include all the Standard vehicles in one Weight Sheet.**
- 2. For any Non-Standard vehicles, include a sketch, drawing, or complete a modified Weight Sheet for it.**
 - a. It is acceptable to modify a Weight Sheet in this case because a Non-Standard vehicle goes through a different review process.
 - b. Just be sure to separate the Non-Standard vehicles from the Standard ones by creating separate files for them as described in 3. below.
- 3. Naming convention for the 2 sets of vehicle information:**
 - a. For the **Standard** vehicles, compile into one set of Weight Sheets and title it 'Pembina Weight Sheet'. You can include other identifiers in the title if you wish but it must contain these words in the title.
 - b. For any **Non-Standard** vehicles, compile into one document and title it 'Non-Standard Vehicle'. You can include other identifiers in the title if you wish, but make sure you do not include the words 'Pembina Weight Sheet' in this file name, otherwise the automation process will not run properly.



4 Review your Set of Weight Sheets

STEP 7 – Review your set of Weight Sheets

1. Does your set of Weight Sheets meet the requirements shown on the marked up Weight Sheets on pages 2, 3, 4, and 5?
2. Does your set of Weight Sheets meet the Do's and Don'ts shown in Step 4?

If yes to both questions, you have a complete set of Weight Sheets 

If no to one or both questions, you do not have a complete set of Weight Sheets. Please revise your Weight Sheets to conform with the guidance provided before submitting.

5 Contact

If you have any questions about completing a Weight Sheet, contact landrequests@pembina.com