



DHC Solvent Chemie GmbH

**SAFETY RELEVANT  
MINIMUM REQUIREMENTS  
FOR  
SELF- COLLECTION**

**FOR  
CONVEYANCE BY ROAD  
AND  
BY COMBINED MODES**

(Date: April 2018)

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## Introduction

The requirement profile includes all relevant legal requirements and also further DHC requirements that have to be observed.

The requirements have been partially revised and supplemented, in order to adjust them to our safety standards.

Changes to our requirement profile from May 2017 were made concerning loading hours for high purity products as well as in section 3.2 "Security Guidelines and Safety Protection" and are marked accordingly.

The quality of transport provision plays a decisive part in the quality of our products, which should be conveyed safely and in an environmentally friendly way, with no negative effect on their quality, and taking into account the wishes of the customer. This results in increased demands on the transport companies which we use, and these requirements are documented in our "Profile of requirements for conveyance by road and by combined modes". Compliance with the safety relevant minimum requirements is also expected from the customers of DHC Solvent Chemie who collect their cargos themselves.

Where the terms "self-collection" or "self-collector" are used in the subsequent text, they refer to a customer who collects using his own transport, and also to a transport company engaged by the customer to collect products on his behalf.

We kindly ask you to complete and duly sign Attachment II and return it to:

DHC Solvent Chemie GmbH  
Timmerhellstraße 28

45478 Mülheim an der Ruhr

Or by Email to: [birte.redzepi@dhc-solvent.de](mailto:birte.redzepi@dhc-solvent.de)

## Loading places and loading hours

### **Loading place 1:**

DHC Solvent Chemie GmbH  
Timmerhellstraße 28  
45478 Mülheim an der Ruhr

### Loading hours:

Monday- Thursday: 06.00 am - 07.00 pm  
Friday: 06.00 am – 06.00 pm

For dispatch of transports with destinations outside the EU the loading hours are:  
Monday- Friday: 07:00 am – 12:00 am

As of 01.05.2018 new loading hours are applicable for our high-purity products (n-Heptan und n-Hexan).

Monday- Thursday: 06.00 am - 03.00 pm  
Friday: 06.00 am – 01.00 pm

### **Loading place 2:**

TanQuid GmbH  
Ölinsel 2  
47138 Duisburg

### Loading hours:

Monday 06:00 am – Saturday 01:00 pm for shipments which are not liable to EMCS

Monday – Thursday 06:00 am – 05:00 pm } for shipments within Germany and  
Friday 06:00 am – 03:00 pm } the EU, which are liable to EMCS  
(Excise Movement and Control System)

Please inform your haulier if your order is liable to the above mentioned regulation!

### **Loading place 3:**

TanQuid GmbH & Co. KG  
Tanklager Neuss I  
Duisburger Straße 15-17  
41460 Neuss

### Loading hours:

Monday - Friday 05.00 am – 05:30 pm

## **1. The tank truck / the tank container**

### **1.1 Bottom- Loading at DHC**

At DHC, tankers and tank containers are always loaded using the “bottom loading” process. For industrial safety reasons, climbing on the trailer should be minimised. For this reason, we require that:

- vehicles must be presented for loading with the dome lid and loading valves closed.
- all vehicles must have a vapour recovery system in working order.
- the vehicle driver has to be familiar with the function and operation of the vapour recovery system.
- preferably vehicles are used to which the vapour extraction hose can be fitted from the ground.
- if it is nevertheless necessary to climb onto the trailer, there have to exist non-slip surfaces (coating, gangway etc.) and guard rails (**handrail**) that are to be used. Vehicles without protective equipment will not be accepted by DHC.

### **1.2 Connections**

The tank trucks / tank containers have to be equipped with the following connections (DIN 28450 and EN 14420-6):

- vapour return system: DN 50 (coupling type MK / female)
- loading hoses: DN 80 (coupling type MK / female)

### **1.3 Other**

Due to safety reasons

- tank containers with more than 2 compartments
- 20-ft tank containers on 40-ft tank container chassis  
will not be accepted by DHC.

## 2. The Self-Collector

### 2.1 General responsibilities

Besides the legal requirements the self-collector is in particular responsible for:

- the use exclusively of vehicles and tanks which are suitable, authorised, equipped, marked (warning signs), and labelled for the transport of dangerous goods, and whose validity date in the permit notice / next test date has not passed.
- checking if vehicles, tanks, and their equipment components are in perfect technical condition before each loading.
- agreement between details as to chamber size additionally applied on the vehicle, and the details of the shield on the tank, as per ADR section 6.8.
- the use of reliable and trained individuals as per section 8.2 and 1.3 of ADR (vehicle drivers and other workers).
- observance by his employees of the identification and safety requirements of the loading point
- equipping the driver with the **applicable** Instructions in Writing according to ADR section 5.4.3.
- If the goods are loaded in a tank container which is transported in combined mode and the gross weight of the loaded tank container is >40 mt, the driver needs to show a document from the transport company or a booking confirmation for this transport mode.

In this case the allowed linear distance between loading place and terminal, inland port or seaport is 150 km.

For transport of piece goods:

- According to the guidelines, all vehicles must be equipped with the required tightening and holding points as per the manufacturer's description, so that cargos can be secured with tightening belts, clamping beams, transport protection cushions, or other suitable means.
- For safety reasons, single axle trailers and trailers with tandem axles having an axle separation less than 1m will in no circumstances be loaded by DHC with dangerous goods.

## **2.2 Reporting requirements for accidents on DHC company grounds**

If an agent deployed by the self-collector suffers a work-related accident on DHC company grounds, the self-collector must report the accident to DHC immediately, directly to the head of USGQ, phone: 0049 (0) 208/9940-0.

If such notification is omitted, thereby depriving DHC of exonerating evidence, or if, as a result of the omission, DHC cannot be reasonably expected anymore to produce such evidence, all claims of the self-collector he might otherwise be entitled to, based on his own or derivative rights, shall be excluded. Furthermore, the self-collector shall be liable to pay to DHC, as damages, the sums paid by DHC in case accident-related claims of the injured or of third parties are made against DHC.

## **3. The driver**

### **3.1 Requirements for the driver**

- The drivers are appropriately rested and alert.
- The drivers are not under the influence of alcohol or drugs, or any other substance or medication that could impair.
- The driver must be able to communicate in German or English language. He must be able to understand and observe all instructions given by DHC-personnel or – authorized persons.
- We will refuse any driver, who is unable to communicate in German or English language.

If the driver loads the tank himself, he is responsible for:

- complying with the maximum permitted capacity,
- testing the tightness of closure mechanisms after filling,
- the observance of filling and emptying guidelines as per section 7.5 of ADR.

Untrained drivers are obliged to become trained in the use of filling and emptying equipment.

### 3.2 Security Guidelines and Safety Protection

The vehicle driver must be aware of the following requirements, and must confirm by signature adherence to them before every loading.  
(for piece goods, only where applicable)

1. The vehicle is equipped as per GGVSE/ADR guidelines. The driver has to present the valid test certificates for the tanker. He also has to show his driving licence, ADR - certificate and identity card. These certificates may not be laminated
2. The drivers of tankers and container vehicles must have with them their personal protective clothing (for use during loading) consisting of:
  - safety helmet (as per DIN EN 397 – no safety baseball cap etc.)
  - tightly enclosing safety glasses with side protection
  - chemical protection gloves with antistatic properties (as per EN 388 and EN 374)
  - safety boots (as per EN 345 S3)
  - flame resistant clothing which covers the body, e.g. Nomex, in which case this is suitable for the outer clothing layer (as per EN 11612, EN 531 and EN1149-1). This clothing must be marked accordingly e.g. with the EN numbers named above or with a pictograph. Moreover these clothes should be tight-fitting and is closed to wear, to prevent the driver from winding up in sth.
3. The driver commits himself to use an existing Self Retracting Lifeline. The driver is obliged to use his own harness which meets the legal requirements.  
**The driver is only allowed to climb on his truck while using the Self Retracting Lifeline.**
4. The drivers of HGVs (when collecting piece goods) are only allowed to stay on / in their vehicle. Following the insurance conditions, they are not allowed to enter the drum filling station. When leaving their vehicle, they are required to wear the following personal protective clothing:
  - safety helmet (as per DIN EN 397)
  - protective gloves and safety glasses (during loading and unloading activities)
  - safety shoes (as per EN 345)
  - clothing which covers their bodies.



5. As per the law for the prevention of illegal employment in commercial goods transport (GüKBillBG) dated 02 September 2001, foreign drivers from third party countries must have with them the prescribed work permit in the original language, with an officially certified translation in the German language.
6. The chambers and pipework of the tanker which are to be filled must be suitable for the planned filling. Products with a flash point greater than 60 degrees must not be loaded after products with a flash point less than 21 degrees.
7. At our premises MOBILE PHONES and SMOKING are FORBIDDEN. Cigarette lighters and matches must not be brought in.
8. The vehicle driver is trained in the use of the filling equipment, and follows the instructions of the shipping personnel, e.g.
  - connecting the filling and vapour extraction hoses
  - earthing the vehicle

Apart from that, the driver is required before the loading to carry out a visual check that the tank and other pieces of equipment are in perfect condition.

9. The driver is aware of the maximum permitted capacity and the loading limit. If these are not complied with, shipping will not take place.
10. The driver is given the leaflet "Safety instructions / Basic principles of workplace safety".
11. The driver and the co-driver are not allowed to leave their vehicle during loading and unloading. They have to observe these processes.
12. The venting of trucks is prohibited at DHC's site. Moreover it is not allowed to park overnight or at the weekend, to carry out any kind of cleaning or maintenance work or to bring persons or animals to DHC's site.

### **3.3 Loading permission at DHC**

Section 1.10 of the ADR "Security guidelines" requires that dangerous goods are given for transport only to carriers whose identity has been confirmed in a suitable manner.

The following is valid for the implementation of this guideline:

DHC will be informed in writing by the transport company contracted for the collection, as far as possible at the time of placing the order. Details of modifications or of sub-contracting carriers will be given in writing in good time to our shipping department by the client only. Otherwise, loading will not be possible because of the lack of proof of identity, as per ADR.

As well as the general guidelines as per section 1.10, for identification purposes the driver must state:

- the order or collection number and / or DHC order confirmation number
- quantity
- product
- customer.

## 4. Previous tank cargoes and cleaning

For safety and health protection reasons, self-collectors must present only cleaned tankers / TC for loading. Exceptions are to be agreed with DHC.

### 4.1 Previous Cargo Acetone

For safety reasons, loading tankers / TC which carried acetone on the previous trip and were subsequently cleaned is only permitted at DHC when the following preconditions are fulfilled:

The following rule applies to tankers whose previous cargo was acetone:

- The tanker / TC must be cleaned and free of odour (= gas-free).
- A corresponding cleaning certificate must be presented.
- subsequently, a loading at DHC is possible

### 4.2 Recommendations & General Interdictions

DHC recommends not to use the following preproducts as preloadings, even after cleaning.

<b>Recommendations</b>
silicones & all types of silicone oils
No use of lubricants containing silicones on lines which are in contact with our products.
unsaturated hydrocarbons (e.g. Olefines, Acrylates and Styrenes)
chlorinated hydrocarbons
products of animal origin
products in past form
surfactants
fluorinated compounds
Fats (e.g. FAME, NOURACID, KORTACID, lubricating grease, vegetable fat, edible fat)
Oils (e.g. engine oil, turbine oil, transformer oil, hydraulic oil, base oil, engine oil, lubricant, edible oil)
high boiling products whose upper boiling range is above 290°C

## **General interdictions**

For safety reasons, tankers or containers will under no circumstances be loaded at DHC if they already have other chambers filled with product.  
(exceptions, e.g. partial loading with DHC products from our external storage locations, require arrangements in individual cases.)

Tankers / tank-containers with uncleaned empty compartments with a preloaded product of class 6 or 8, even if these compartments are not intended for loading at DHC will not be accepted.

procedure for pre-cargo Acetone see 4.1

### **4.3 Cleaning stations & Cleaning Documents**

DHC only accepts the EUROPEAN CLEANING DOCUMENT (ECD) according to EFTCO (European Federation of Tank Cleaning Organisations).

The cleaning document has to be handed out to our personnel before loading and stays in our files.

### **4.4 Permitted capacity**

Products are also transported which due to their properties do not come under the guidelines of the Dangerous Goods Law (ADR).

This is the case for a number of products with a flash point greater than 60 °C. In the safety data sheets available to you, you will find for these products the note “this product is not subject to ADR/RID regulations for land transport” in section 14, Transport guidelines.

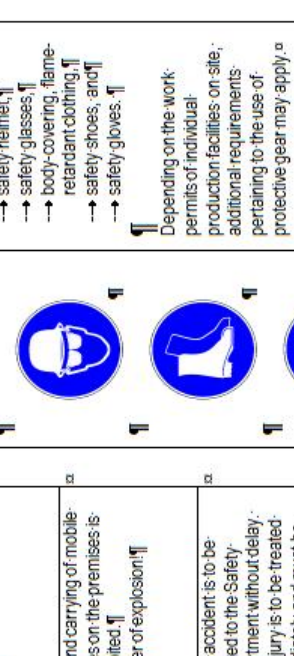





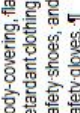
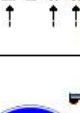

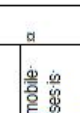

In spite of this, DHC for reasons of “General Safety Precautions” uses the provisions relating to permitted capacity for these products (ADR 4.3.2.2).

### **4.5 Temperature of the tank / TC**

A tankcar / TC will only be loaded at our premises if it's temperature (e.g. after cleaning process) is:

- special boiling point benzenes  $\leq 40^{\circ}\text{C}$
- all other products  $\leq 50^{\circ}\text{C}$

# Attachment I) Safety instructions for external companies

<p><b>Safety-instructions!</b></p> 	<p><b>DHC-Solvent-Chemie!</b></p> <p><b>Basic-principles-of-workplace-safety!</b></p> <ul style="list-style-type: none"> <li>Business success and safety are co-equal company objectives!</li> <li>Any accident at work can be prevented if each and every activity is!</li> <li>planned thoroughly!</li> <li>arranged in a safe way, and!</li> <li>conducted with care.</li> </ul> <p>Only safe work is good work!</p> <p>Frequent safety training is essential. All persons present on the premises are responsible for their own safety and that of others.</p>	<p>German Road Traffic Regulations (StVo) apply on the premises. The speed limit is 10 km/h. Driving in production areas is prohibited. Parking in front of fire extinguishing equipment or on duct covers is prohibited.</p> <p>Smoking is prohibited throughout the premises and in all vehicles. It is allowed only in specially designated areas.</p> <p>Carrying and consuming alcoholic beverages while staying on the company's premises is prohibited. The same goes for entering the premises under the influence of alcohol or drugs.</p> <p>In case of fire, emergency, or any other incident, DHC staff is to be notified.</p> <p>Call the Control Room at the number: <b>112 or 147!</b></p> <p>The following information is essential!</p> <ul style="list-style-type: none"> <li>→ Caller's name!</li> <li>→ What happened!</li> <li>→ What is burning!</li> <li>→ Where did it happen!</li> <li>→ How many people are injured?</li> <li>→ Type of injury!</li> </ul> <p>Await arrival of fire fighters / rescue workers!</p> <p>In case of siren alarm!</p> <ul style="list-style-type: none"> <li>→ Stop work immediately!</li> <li>→ Gather at the assembly points!</li> <li>→ Close all windows and doors!</li> <li>→ Stop all vehicles immediately!</li> <li>→ Shut down all sources of ignition!</li> <li>→ Follow the staff's instructions!</li> <li>→ Report staff number to person in charge!</li> <li>→ Resume work only after all clear signal has been sounded or staff permission has been given.</li> </ul>	<p>Emergency exits must be kept clear at all times</p> <p>Photography and filming are allowed with written permit only.</p> <p>Use and carrying of mobile phones on the premises is prohibited.</p> <p>Danger of explosion!</p> <p>Every accident is to be reported to the Safety Department without delay. Any injury is to be treated immediately and must be documented by the first responder in the first aid log.</p> <p>Any person entering the premises must announce themselves upon arrival to their contact person or to the department in charge.</p> <p><b>These rules apply as well to work carried out on the company's premises!</b></p>	    	<p>During work, required protective equipment must be worn on the entire premises!</p> <ul style="list-style-type: none"> <li>→ safety helmet!</li> <li>→ safety glasses!</li> <li>→ body-covering, flame-retardant clothing!</li> <li>→ safety shoes, and!</li> <li>→ safety gloves!</li> </ul> <p>Depending on the work permits of individual production facilities on site, additional requirements pertaining to the use of protective gear may apply.</p>	<p>Before commencing work, always check!</p> <ul style="list-style-type: none"> <li>→ Has a work permit been issued?</li> <li>→ Are all safety requirements fulfilled?</li> <li>→ Are all instruments, the equipment, and machines in perfect condition?</li> <li>→ Where is the nearest safety equipment?</li> <li>→ What is the current wind direction: (observe air sleeve / vapour)?</li> </ul> <p>Which assembly point is located transversely to the current wind direction? Order and cleanliness are essential for good and safe work. They are one of the pillars of operational safety.</p>	    
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## Attachment II) Confirmation (Date: April 2018)

The DHC requirements derived from this requirements profile are recognised and observed to their full extent by us and by the transport companies which we use:

If modifications arise, we will inform DHC immediately in writing.

Company:

Name:

Date:

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Signature / Seal