

## Collection procedure at Dormagen – Cologne

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## General information

Domestic transports:	Export/ Deepsea:
<p><b>Contact details:</b></p> <p>Collector's hauliers need to contact the Road-Team for arranging a Loading-Time-Slot via Email:  <a href="mailto:rworroadteam@ineos.com">rworroadteam@ineos.com</a></p> <p>It is advisable to contact them <b>2 days prior</b> to collection.</p> <p><b><u>Confirmation of loading slot will be done earliest one day before loading.</u></b></p> <p>Sebastian von der Weydt  +49 221 3555 2216</p> <p>Anna-Lisa Pütz  +49 221 3555 2224</p> <p>Muhammed Oruc  +49 221 3555 1589</p> <p><b>Loadings:</b></p> <ul style="list-style-type: none"> <li>• Driver announcement for each single loading within one working day before loading by mail to Ineos Köln (<a href="mailto:rwor.roadteam@ineos.com">rwor.roadteam@ineos.com</a>) and Chemion office gate 14 (<a href="mailto:AUSGANG_DOR@Chemion.biz">AUSGANG_DOR@Chemion.biz</a>) incl. following details: <ul style="list-style-type: none"> <li>• container no.</li> <li>• driver name(s)</li> <li>• Ineos order number</li> <li>• license plate</li> </ul> </li> </ul>	<p><b>Contact details:</b></p> <p><a href="mailto:rwor.export@ineos.com">rwor.export@ineos.com</a></p> <p>Ingo Moll  +49 221 3555 2219</p> <p>Anna-Lisa Pütz  +49 221 3555 2224</p> <p>Muhammed Oruc  +49 221 3555 1589</p> <p><b>Bookings:</b></p> <ul style="list-style-type: none"> <li>• shipment details should be advised latest within one working day (incl. vessel name / e.t.s. date / shipment port / e.t.a. date / shipping line / preferred loading date / transshipment harbour(s) with e.t.a. date(s))</li> <li>• Ineos Köln will confirm the booking by "shipment-order" – mail incl. loading date and time</li> <li>• Ineos Köln will send B/L instructions to forwarder by mail</li> </ul> <p><b>Loadings:</b></p> <ul style="list-style-type: none"> <li>• Driver announcement for each single loading within one working day before loading by mail to Ineos Köln (<a href="mailto:rwor.export@ineos.com">rwor.export@ineos.com</a>) and Chemion office gate 14 (<a href="mailto:AUSGANG_DOR@Chemion.biz">AUSGANG_DOR@Chemion.biz</a>) incl. following details: <ul style="list-style-type: none"> <li>• container no.</li> <li>• tare weight of Container</li> <li>• driver name(s)</li> <li>• license plate</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• Product name</li> <li>• <b>For the 06 AM loading slots</b> the mail has to show the word <b>“FRÜHANMELDUNG”</b> in reference line.</li> </ul> <p>Optional driver announcements can directly be entered in the system of Chemion.</p> <ul style="list-style-type: none"> <li>• Homepage of Chemion: <a href="http://Chemion   Login (chemion-serviceportal.de)"><u>Chemion   Login (chemion-serviceportal.de)</u></a></li> <li>• Serviceportal login</li> <li>• Registration</li> </ul>	<ul style="list-style-type: none"> <li>• trucking company</li> <li>• Ineos order no.</li> <li>• destination country / destination port</li> <li>• agreed loading date / time</li> <li>• product details</li> <li>• shipping details</li> <li>• confirmation that container is allowed to load the product</li> <li>• pls show in reference line of the mail: Ineos shipment-order-no. / container no. / product / destination country</li> </ul> <p><b>Documentation:</b></p> <ul style="list-style-type: none"> <li>• Forwarder provides Ineos Export Team with a <b>prechecked</b> draft B/L <b>as soon as possible but latest 48 working hours</b> after sailing date of the vessel via email.</li> <li>• any change of vessel details (e.t.s. / e.t.a. / name / etc.) to be announced to Ineos Köln asap</li> <li>• Ineos Köln will check draft immediately and advise if B/L ok to release or if any amendments needed.</li> <li>• After B/L release from Ineos docs to be distributed as mentioned in Ineos' B/L instructions</li> </ul> <p><b>FCA Export Deepsea:</b></p> <ul style="list-style-type: none"> <li>• Hauliers to contact <a href="mailto:rwor.export@ineos.com"><u>rwor.export@ineos.com</u></a> min. 5-10 working days before planned loading date</li> <li>• mail should include complete shipping details (incl. vessel name / e.t.s. date / shipment port / e.t.a. date / shipping line / preferred loading date / hour)</li> <li>• Ineos Köln will confirm the booking by mail incl. loading date and time</li> </ul>
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Working hours: 7:30-16.00h

Drivers without proper PPE, Vehicles that arrive too late for the agreed loading slot or not passing the technical check at the gate or not passing the technical check at the loading point will be refused for loading.

A valid Passport for identification at the Gate is mandatory. The drivers will have to identify their collection with the exact SAP Order number (which is provided through relevant INEOS Customer Service) at the single entry gate. Drivers to report at Chemion:

### **Chempark Gate 14, Alte Heerstraße, 41539 Dormagen.**

Motorway A 57, exit Dormagen.

When the time slot has been agreed, the driver has to be at the Chempark Gate 14 **at least 30 minutes before the actual Loading-Slot.**

Drivers have to wear the following obligatory Personal Protection Equipment:

Safety helmet, safety glasses, flame-retardant jacket and trousers, closed shirt (sleeves down), closed safety shoes, personal fall protection is necessary.

Otherwise loading will be declined.

For more Information on the gate process and routing please check below link

[Expedition - Chemion Logistik GmbH](#)

**General site requirements are shown in the requirements profile for commercial road freight**

## Special Guidelines for Collection of the following Products at INEOS Koeln:

### Especially important for Cyclopentane/ 70/ 85 collection:

The vehicles should have been tested for leaks at the bottom valve and the discharging flap (valve). The tightness of both will be checked separately again on site before loading with -0.7bar.

If this check is not successful, the truck will be refused.

Maximum allowed temperature of the tank is 35°C if the temperature is higher the tank will be refused.

Loading will only take place when outside temperature is below 40°C.

Furthermore the vehicle has to be dry and clean without odour (EFTCO certificate not older than 8 weeks!) and to comply with the regulations for hazardous materials for the scheduled product.

If a gasket is mounted which meets the requirements of Appendix 1 and which still cannot be identified as such, e.g. with Teflon Inlay, a written confirmation is mandatory to avoid rejection. For contracted hauliers a release list with certified equipment is in place. For self collecting hauliers a written confirmation for the gasket is mandatory. Please check Appendix 1.

Necessary checkpoint prior loading:

- Tank instruction L4BF or higher for Cyclopentane
- Tank instruction L4BN or higher for Cyclopentane 70
- Tank instruction L4BN or higher for Cyclopentane 85
- Seal material Teflon covered rubber, Teflon or higher e.g. Viton (no threaded seals are allowed)
- Equipped security valves or bursting discs must be ready for an outside inspection or must be equipped with a response indicator

### Especially important for Isohexadecane /Tetraisobutan 90 collection:

- Seal material Teflon or higher e.g. Teftek (no threaded seals are allowed)
- The vehicle has to be dry and clean without odour (EFTCO certificate not older than 8 weeks!)
- Part-loading of approx. 50 kgs of Isohexadecane
- Afterwards foot sample of approx. 250 ml which will be analyzed in our laboratory
- Result will be compared with the actual tank analysis of the product
- In case of any deviations to the specification the truck will be refused for loading and needs to be cleaned.
- Maximum allowed temperature of the tank will be 40° if the temperature is higher the tank will be refused

## Especially important for **Isoamylene** collection:

### Requirements Isoamylene Bottom Loading

- Tank cleaned, tidy, dry and free from odour
- Container must be fixed on the chassis flush with container end and chassis, overlap of the chassis is not recommended (maximum 10cm), use e.g. 20' or gooseneck Chassis.
- Container must be purged with 99 % nitrogen (non-pressurised, max 0,1 bar) check appendix 2
- Nitrogen flush confirmation, EFTCO cleaning certificate with information of last cargo
- DN 80 (with 4, 6 or 8 screws) or DN 50 (with 4 screws) blind-flange (raised position) without riser pipe and instruments
- Blind-flange with DN 80 / M12 or M16 or DN 50 / M 16 is available (raised position)
- Screws of the blind-flanges must be easily accessible and must not be welded, without any welding points and sharp edges
- Tank outlet must be equipped with a screwed joint connection (3" BSP Thread)
- Tank must be equipped with a vapour connection
- Ineos Isoamylene Checklist is mandatory and has to be presented at loading installation
- If Container is dedicated for Isoamylene, confirmation of last loading and no nitrogen purging is needed.
- Tank preparations acceptable / valid for two weeks before loading-date
- Maximum allowed temperature of the tank will be 35°C if the temperature is higher tank will be refused.
- Loading will only take place when outside temperature is below 40°C.

**Please check the recommendation, pictures and description on the following pages carefully**

**Recommend type of chassis and container combination for IA loading:**



**NOT Recommended type of chassis and container combination:**



**Caution: Deviation from the recommended TC and Chassis combination**

- Usage of Chassis with an entry (a maximum distance of 50cm from the end of the chassis to the end of fitting piece is allowed) to ensure safe work. Larger distances between of chassis to outlet valve could lead to a rejection.
- Please ensure that the entry is completely usable for the operator (safe stand and easy entry), the reduction of the workspace through installed hose-boxes or overlapping TC is not recommended and could lead to a rejection.



The following examples for IA loadings are ok but the usage of different equipment can lead to a rejection



Maximum allowed distance from the end of the chassis (outside) to the end of installed fitting piece is 50cm.



- For Equipment with a connection located in a cabinet, a safe use of the tool in combination with a hammer must be possible.



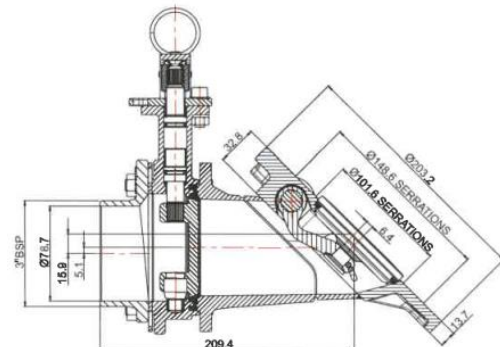


**Important for 20" Isotanks with a connection located behind the container frame**

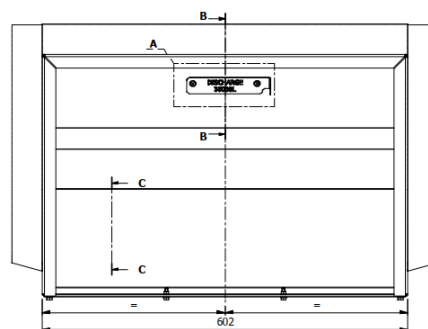
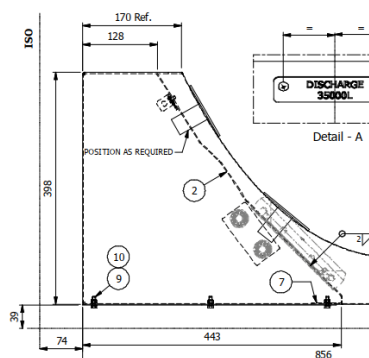


- Free space of minimum 4cm around the BSP Thread is required
- Minimum space of 10 cm behind the container frame is required

## Details for an optimal cabinet bottom valve combination for IA loading



Experience shows that a long design of the Bottom valve is recommend, like the Fort Vale example with a length of approx. 209mm (close to the end of the cabinet).  
The dimensions of the cabinet should be approx. height 398mm, wide 602mm and maximum depth of 443mm to ensure a maximum workspace.



## Connections and Fitting pieces for IA loading:

fitting piece DN 50 for venting and overfill protection:



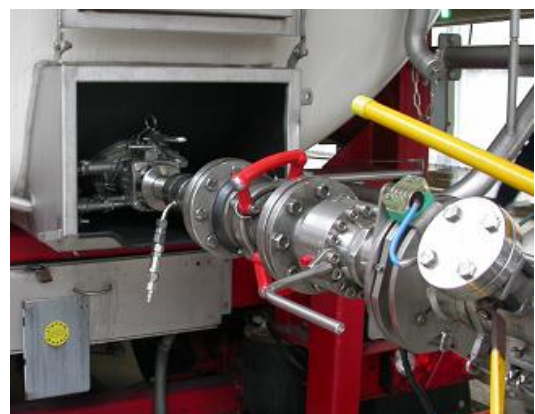
fitting piece DN 80 for venting and overfill protection:



Mounting position of fitting piece  
on the tank near manhole:

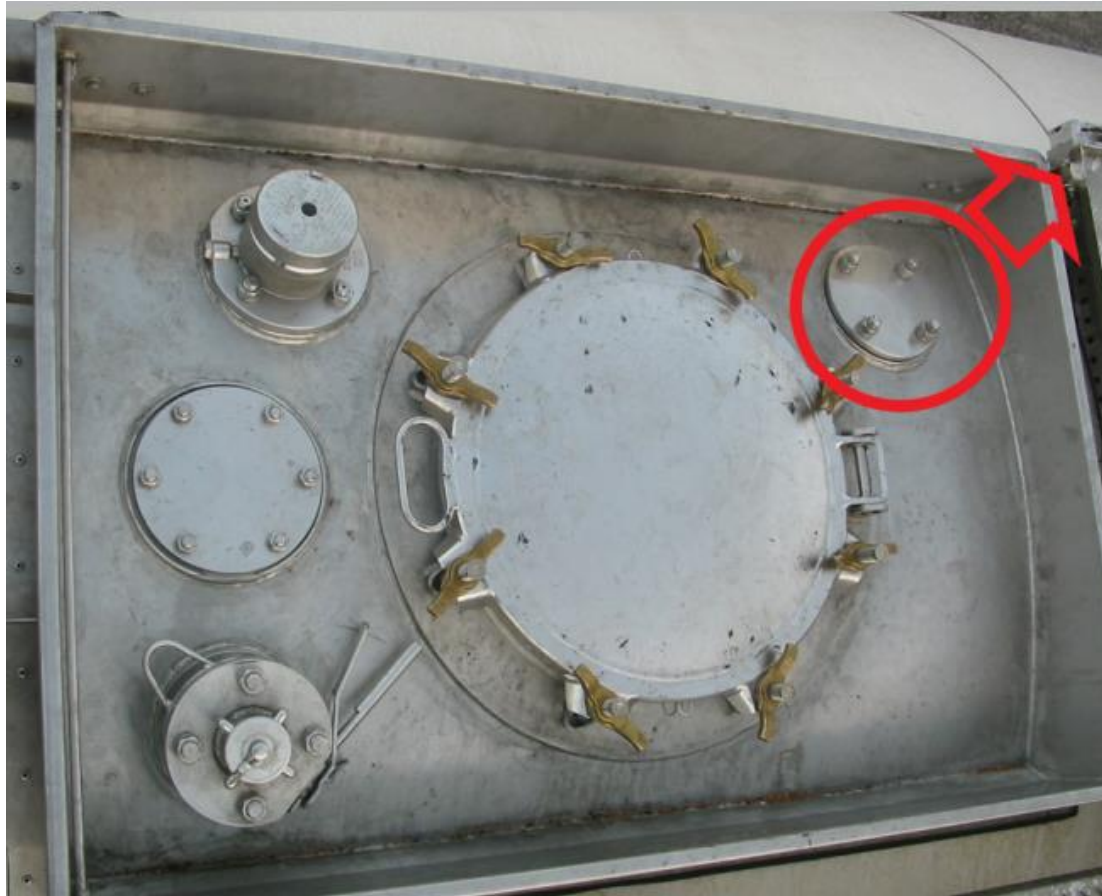


Fitting piece of loading installation  
and position of TC on chassis  
(Maximum deviation of 10 cm):





## Details for the flanges located at the dome for IA loading



A sunken Flange is not recommend this could lead to a rejection (the fitting piece has a higher pressure class and is a little bit broader then the flange). Optimal will be a flange with a raised position as shown in the picture on the top.



## Appendix 1 Dichtungsnachweis/gasket certificate for IHD and CP grades

**For customer collection (FCA)**

### **For Cyclopentane/Cyclopentane 70/ Cyclopentane 85 collection**

- Seal material Teflon covered rubber, Teflon or higher e.g. Viton (only non-threaded seals are allowed)
- Equipped security valves or bursting discs must be ready for an outside inspection or must be equipped with a response indicator

### **For Isohexadecane collection:**

- Seal material Teflon or higher e.g. Teftek (only non-threaded seals are allowed)

**The below equipment fulfills the gasket requirements**

Referenz/order number:	
Ladedatum/loading date:	
Transportnummer/transport number	
Containernummer/Container ID	
Kennzeichen Auflieger/ID Tank	

Unterschrift/ signature	
Adresse/ address	
	Stempel / stamp



## Appendix 2 INEOS CHECKLISTE ISOAMYLENE

Container-Nummer: .....

		Ja/ Yes
1	Tank, gereinigt, sauber und trocken/ tank cleaned & dry	
2	Reinigungs-Zertifikat beiliegend/ EFTCO certificate attached	
3	Mannlochdichtung „Super Tanktyt“ eingelegt (vergleichbar oder höherwertig)/ manhole gasket „supet tanktyt“ (equal or better)	
3a	Auf Anforderung / Kundenwunsch: "James Walker Halo Manlid"/ on customer request "James Walker Halo Manlid"	
4	Tank mit mind. 99% Stickstoff abgedeckt/ Tank covered with at least 99% nitrogen	
5	Stickstoffkennzeichnung angebracht/ Nitrogen label attached	
6	Restdruck max. 0,1 bar/ Residual pressure max. 0.1 bar	
7	Stickstoff-Zertifikat beiliegend/Nitrogen certificate attached	
8	DN 80 (4, 6 oder 8 Schrauben) / DN 50 (4 Schrauben) Blindflansch ohne Steigrohr / DN 80 (4, 6 or 8 bolts) / DN 50 (4 bolts) blind flange without riser	
8a	Blind flange with DN80/M12 or M16 available	
8b	Schrauben an den Blindflanschen dürfen nicht verschweißt sein/ Bolts on the blind flanges must not be welded	
8c	Schrauben an den Blindflanschen ohne Schweißpunkte / nicht scharfkantig/ Bolts on the blind flanges without spot welds / not sharp-edged	
9	Dichtheit Auslaufflansch mittels Vakuumtest bestanden/Tightness of the outlet flange passed by means of a vacuum test	
10	Domdeckel überprüfen, ob Dichtung richtig eingelegt ist und richtig verschlossen ist. Domdeckel verplomben! /Check the dome cover to see whether the gasket has been inserted correctly and is properly closed. Dome cover sealed!	
11	Nur ISRAEL: Steigrohr tanks, 2 x DN80 oder 1 x DN80 + 1 x DN50 müssen vorhanden sein, Steigrohr kennzeichnen/ ISRAEL only: Riser tanks, 2 x DN80 or 1 x DN80 + 1 x DN50 must be available, mark the riser	

Die Punkte 3, 3a und 11 sind nur für den Export relevant/ Points 3, 3a and 11 are only relevant for export

Ort/Datum.....

Unterschrift .....

## Appendix 3 scope of central check at the gate

	<b>Inspection dates Tank/Container/trailer valid</b>
	CSC-plate date of next inspection: _____ ACEP yes / no
	<b>Type and condition of tires</b>
	Condition tires;
	Tire tread
	Casing visible
	Dents?
	Wheel nuts
	<b>Lighting ok?</b>
	Defekte, z.B. Risse in der Abdeckung zu erkennen? Kein Funktionstest. Hintergrund: Ex-Schutz
	<b>truck, TC</b>
	Underrun protection present and functional
	Windscreen in the driver's field of vision without defects.
	Damage in the driver's field of vision cannot be covered by the DIN A4 format
	no other (obvious and safety relevant) defects vehicle body/container
	Twistlocks complete, inserted, locked and secured?
	Obvious damage to the vehicle and chassis: e.g. dents, cracks, holes
	external product adhesions
	<b>ADR - vehicle crew equipment complete and without defects for each member of the vehicle crew</b>
	safety vest
	portable lighting device
	protective gloves
	goggles (eye protection)
	Written instruction according to ADR 5.4.3 and the resulting equipment components
	Written instructions (in a language(s) that every member can read and understand)
	<b>ADR - vehicle equipment complete and without defects</b>
	UN board available
	1 wheel chock per vehicle (to match the wheel diameter)
	2 self-standing warning signs (cones or warning triangles or flashing lights)
	<b>Fire-fighting equipment according to ADR 8.1.4: complete and without defects</b>
	at least 2 fire extinguishers total capacity: up to 3.5 t: 4 kg - up to 7.5 t: 8 kg - >7.5 t: 12 kg
	Fire extinguisher 1: capacity: _____ Kg Date of Expiry: _____
	Fire extinguisher 2: capacity: _____ Kg Date of Expiry: _____
	<b>Comments:</b>
	(V 10-2019) 12.04.2022 geprüft durch: _____