

# **INEOS OXIDE**

## **Liquid Bulk FCA Policy**

**Revision 2023-06-21**

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## 1 INTRODUCTION

This document, the INEOS Oxide liquid bulk FCA policy, lists the INEOS Oxide requirements and instructions for customers collecting purchased liquid bulk chemical products. It covers the practical, technical, administrative and quality related aspects of loading.

The INEOS Oxide haulier SHE policy is an adjacent standalone document that outlines the specific safety, health and environmental requirements and instructions for site access and loading. Collection of goods requires acceptance and compliance with the INEOS Oxide liquid bulk FCA policy and the INEOS Oxide haulier SHE policy.

In all circumstances, applicable national or international regulations take precedence over this specification and the delivery instructions.

## 2 GENERAL REQUIREMENTS

### 2.1 Safety

The INEOS Oxide haulier SHE policy must be distributed to and respected by the service provider and driver entering the INEOS Oxide site external depot. All parties involved in the contracting chain (customer, haulier, subcontracted haulier) are obliged to actively assure the policy is well received, understood and respected.

The customer must provide the haulier and driver with all information and documentation required for safe and efficient order execution.

The haulier and driver must ensure the equipment is properly labeled upfront departure. The haulier must provide all marks, placards, hazard identification and UN number if rigid labeling (i.e. insert metal or plastic plate) is used. INEOS can provide adhesive stickers for marking and placarding including the orange coloured hazard identification number and UN number.

### 2.2 Quality

General and product specific quality requirements are listed per loading site. INEOS does not stipulate a general previous cargo black list (= forbidden previous cargo products) with exception of latex, acrylate based polymers and Lubrizol LZ7418A. These products are not allowed as one of the last three loadings. Customer and haulier remain final responsible for suitability and cleanliness of the tank.

### 2.3 Transfer of ownership and VAT

Ownership, responsibility and risk associated with the product and its carriage shall transfer from the seller to the buyer as soon as it is on (or in) the customer's vehicle (or tank). This includes responsibility for product quality.

Unless otherwise approved by INEOS Oxide, all FCA shipments for intracommunity shipments will be invoiced with VAT. A credit note can be issued after receipt of proof of destination.

## **2.4 Failure to comply**

Failure to adhere to this policy, the INEOS Oxide haulier SHE policy, site safety protocols, site loading procedures, regulations or common industry safety standards will result in the driver and vehicle being refused and asked to leave the site.

Gross or repeated breach of regulations or standards may result in drivers and/or haulier being banned from entering the site(s) on future occasions.

INEOS is not liable or accountable for resulting costs or demurrages.

## **2.5 Complaints**

INEOS Oxide does not accept demurrage claims for small operational delays. Only for excessive delays compensation can be considered provided this is proven to be the direct result of an error made by INEOS Oxide. Late arrivals will never be considered for demurrage compensation.

The weight on the INEOS Oxide weight ticket is considered binding. INEOS Oxide will not accept any claims for weight differences unless a clear error of INEOS Oxide can be proven and/or the driver made a remark on the CMR at the time of loading.

## 3 SITE REQUIREMENTS - INEOS OXIDE KÖLN

### 3.1 Loading address

INEOS / Chemion Gate 14

Alte Heerstraße, 41539 Dormagen, Germany

(Motorway A57, exit Dormagen)

For more info: <https://www.chemion.de/unternehmen/downloads/>

### 3.2 Loading hours

06h00 ⇔ 20h00 on working days

06h00 ⇔ 15h00 on working days for orders requiring customs documentation

### 3.3 Terminal contact details

7h30 ⇔ 16h00 Road & export logistics team +49 221 35 55 22 24

7h30 ⇔ 16h00 Road & export logistics team +49 221 35 55 15 89

7h30 ⇔ 16h00 Road logistics team +49 221 35 55 22 16

7h30 ⇔ 16h00 Export logistics team +49 221 35 55 22 19

### 3.4 Quality and Cleaning

All containers and road tankers must be presented cleaned or empty from the identical INEOS product:

- Proper proof of cleaning requires an original EFTCO certificate. INEOS recommends a maximum validity of 4 weeks. Validity must not exceed 8 weeks. Additional product specific cleaning requirements can be found under 3.7.
- Proper proof of previous cargo requires a haulier certificate of previous cargo. The INEOS template must be used and signed for DPG-F and MPG-USP. The site accepts paper documents carried by the driver and upfront mailed documents. See details under booking instructions.

The Haulier certificate of previous cargo must include at minimum:

- Haulier name
- Tank and compartment reference
- INEOS order reference
- INEOS product reference
- Previous INEOS order reference
- Previous INEOS loading date
- A statement the tank was discharged free of contamination and remained closed without other use than carrying the previous INEOS load.

## 3.5 Bookings

### 3.5.1 General instructions

Multiproduct loadings require multiple and consecutive time slots to be booked.

Previous cargo documents can be mailed to logistics. The order reference must be clearly stated in the title of the mail. The email must be issued at least 1 day in advance to the address hereunder:

- [tloverladung@ineos.com](mailto:tloverladung@ineos.com) for MEG, DEG, TEG
- [rworp16transport@ineos.com](mailto:rworp16transport@ineos.com) for MPG HP, MPG USP, DPG, DPG\_F, TPG, Glycol301

The INEOS template “Vorproduktbescheinigung / previous load” for MPG-USP or DPG-F, if provided by mail, must be a full color scan to validate authenticity of the document including stamp and signature. See content requirements under 3.7.2 and 3.7.3. See templates in Annex 12.2.

### 3.5.2 Non deep sea instructions

Loading appointments need to be requested as soon as loading details have been confirmed. An email must be sent, at latest by 12h00 1 day prior to loading, to [rworroadteam@ineos.com](mailto:rworroadteam@ineos.com) including:

- OR number
- Product
- Customer name and final destination
- Preferred loading date / hour
- Haulier name
- Confirmation of receipt and compliance with the INEOS Oxide SHE policy

Loading slots will be confirmed by mail 1 day prior to loading before 14h00. No loading without a confirmed loading-time-slot!

Loadings at 6h00 require an additional early morning registration. An email must be sent, at latest by 18h00 1 day prior to loading, to [ausgang\\_dor@chemion.de](mailto:ausgang_dor@chemion.de) including:

- OR number
- Product
- Ordered weight in kg's
- Name of the driver
- Container number
- License plate reference of the trailer/chassis
- License plate reference of the truck

Papers will be prepared accordingly and given to the gate, so the driver can pick them up there in the morning. For 6 am slots the driver needs to pick up the papers 20 minutes before loading, at 05:40h at latest.

### 3.5.3 Deep sea instructions

#### First communication to book a slot:

Loading appointments need to be requested as soon as loading details have been confirmed. An email must be sent, at latest 5 to 10 working days upfront loading, to [rwor.export@ineos.com](mailto:rwor.export@ineos.com) including:

- OR number
- Product
- Customer name and final destination
- Shipment port
- Shipping line and vessel name
- ETS date and ETA date
- Preferred loading date / hour

Loading slots will be confirmed on shortest possible notice. No loading without confirmed time-slot!

#### Second confirmation to confirm details:

All deep sea loadings require an additional upfront registration. An email must be sent

- at latest by 18h00 1 day prior to loading for loadings before 14h00
- at latest by 12h00 on the day of loading for loadings as of 14h00

The email must be issued to [rwor.export@ineos.com](mailto:rwor.export@ineos.com) and [ausgang\\_dor@chemion.de](mailto:ausgang_dor@chemion.de) including:

- OR number
- Loading date and time
- Destination country
- Product
- Haulier name and driver name
- Container number
- Container tare weight
- Max allowable weight of full combination (40 ton / 44 ton)
- Ordered weight in kg's
- License plate reference of the trailer/chassis
- License plate reference of the tractor
- Confirmation the container is allowed to load the product
- Confirmation of receipt and compliance with the INEOS Oxide SHE policy

## 3.6 Arrival and registration

The driver is required to register at Chemion gate 14 at least 30 minutes before the loading slot. Drivers can be refused if this timing is not respected.

The driver must confirm his/her identity (= ID or passport), the INEOS Oxide order reference number, the name of the customer, the product(s) and quantity to be loaded, the destination country, the maximum permissible weight, and the equipment /vehicle details (license plates, container reference, compartment details, container maximum volume, ... ). The driver must be able to prove the previous cargo if not mailed. This is applicable to identical cargo loadings if the equipment was not cleaned.



## 3.7 General and product specific requirements

### 3.7.1 General

Minimum equipment requirements are included in the INEOS haulier SHE policy. Please find the additional site-specific requirements hereunder:

- Containers must be sealed after loading.
- Tank containers or road tankers must have a  $\geq 45$  cm dome cover.

### 3.7.2 MPG USP

Please find the MPG USP specific equipment requirements hereunder:

- Tank containers or road tankers must be equipped with a separate bottom line for each containment area (for controlling / sampling each lot separately).
- Only massive Teflon gaskets and rubber gaskets are allowed. (Webbing gaskets are not allowed.)

Quality requirements are stringent. Please find the specific requirements hereunder:

- The designated application (food or animal feed) must be stated on the customers purchase order. The application stated is binding as it determines the required pre-loading conditions. INEOS will crosscheck the application on the purchase order in case of doubt.
- New trucks are not allowed.
- Cleanings with an EFTCO code with "C" are not allowed for food or feed.
- For all 4 pre load scenario's the 3 previous loads must be registered on the document "Vorproduktbescheinigung / previous load MPG-USP". If not provided by mail the document should be handed over by the driver at the loading station. Only documents that are filled out completely, stamped and signed can be accepted.
- The following pre loading options are accepted:
  1. A dedicated MPG USP/EP truck or container arriving non-cleaned and sealed in Cologne.
  2. A dedicated MPG-USP/EP truck or container arriving cleaned, according to food regulations EFTCO code F50, sealed and documented by the cleaning station.
  3. A foodstuff dedicated truck or container arriving cleaned, according to food regulations EFTCO code F50, sealed and documented by the cleaning station. The 3 previous cargo's must be either:
    - Liquid sugar (Flüssigzucker)
    - Vegetable Glycerine (Pflanzliches Glyzerin)
    - Ethanol (Trinkalkohol)
    - Propylene Glycol (Propylenglykol)

4. An animal feedstuff dedicated truck or container, complying with all requirements for foodstuff transports, arrivings cleaned, according to food regulations EFTCO code F50, sealed and documented by the cleaning station. The 3 previous cargo's must be pure substances (= not processed or used) based on the list hereunder:

• Liquid sugar	Flüssigzucker
• Vegetable Glycerine	pflanzliches Glycerin
• Ethanol	Trinkalkohol
• Propylene Glycol	Propylenglykol
• Brewer's grain	Schlempe
• Brewer's yeast	Bierhefe
• Fruit juice	Fruchtsaft
• Fruit syrup	Fruchtsirup
• Fruit concentrates	Fruchtkonzentrate
• Molasses	Melasse
• Sunflower oil	Sonnenblumenöl
• Soy lecithin	Sojalecithin
• Vegetable feed oil	pflanzliches Futteröl
• Vegetable feed fat	pflanzliches Futterfett
• Penaut oil	Erdnußöl
• Coconut oil	Kokosöl
• Linseed oil	Leinöl
• Maize oil	Maisöl
• Palm kernel oil	Palmkernöl
• Palm oil	Palmöl
• Rape seed oil	Rapsöl
• Safflower oil	Safloröl
• Soy bean lecithin oil mixture	Sojabohnen-Lecithinölmischung
• Soy bean oil	Sojabohnenöl
• Wheat germ oil	Weizenkeimöl
• Sunflower oil	Sonnenblumenöl
• Maize seed raw oil	Maiskeimrohöl
• Palm olein	Palmolein
• Palm stearin	Palmstearin

### **3.7.3 DPG-F**

Loadings for DPG-F are not possible from 06:00 – 09:00h.

Please find the DPG-F specific equipment requirements hereunder:

- Tank containers or road tankers must be equipped with a separate bottom line for each containment area (for controlling / sampling each lot separately).
- Only massive Teflon gaskets and rubber gaskets are allowed. (Webbing gaskets are not allowed).

Quality requirements are stringent. Please find the specific requirements hereunder:

- New trucks are not allowed.
- Containers or road tankers must be cleaned. No loading on empty identical cargo. The cleaning must be according to EFTCO cleaning code F01 with use of drinking water. The equipment must be sealed and documented by the cleaning station.
- Container or road tankers arriving cleaned must prove the cargo before cleaning. The previous load need to be registered on the document "Vorproduktbescheinigung / previous load DPG-F". This document, if not provided by mail, should be handed over by the driver at the loading station. Only documents that are filled out completely, stamped and signed can be accepted.

## 4 SITE REQUIREMENTS - INEOS OXIDE LAVERA (NON ALKOX)

### 4.1 Loading address

INEOS DERIVATIVES LAVERA SAS  
Usine de Lavéra – Avenue d’Auguette  
Service Logistique Chimique (G4)  
13117 Lavéra, France  
Lat. 43° 23' 03", Long. 5° 00' 55"

### 4.2 Terminal contact details

9h00 ⇔ 17h00 Truck planning +33 4 42 35 82 62

### 4.3 Loading hours

6h00 ⇔ 18h15 on working days  
6h00 ⇔ 14h00 on working days for orders requiring customs documentation

### 4.4 Quality and Cleaning

All containers and road tankers must be presented cleaned or empty from the identical INEOS product:

- Proper proof of cleaning requires an original EFTCO certificate. INEOS recommends a maximum validity of 4 weeks. Validity must not exceed 8 weeks..
- Proper proof of previous cargo requires a Haulier certificate of previous cargo. The site only accepts paper documents carried by the driver.

The Haulier certificate of previous cargo must include at minimum:

- Haulier name
- Tank and compartment reference
- INEOS order reference
- INEOS product reference
- Previous INEOS order reference
- Previous INEOS loading date
- A statement the tank was discharged free of contamination and remained closed without other use than carrying the previous INEOS load.

### 4.5 Bookings

Loading slots must be booked via <https://transwide.WKTransportServices.com/spotbooking/ineosoxide>  
More information is available in Annex 12.1: “Transwide Spot Booking Page”.

Transwide schedules open each Thursday at 11:30 for the whole next week. Bookings are frozen the day in advance at 16h30. Changes or bookings beyond this timeline can only be handled by terminal truck planning.

Haulier details and compliance with the INEOS Oxide She policy must be provided and confirmed during booking.

Previous cargo documents cannot be mailed to terminal dispatch.

Only one-compartment vehicles are accepted for single order loading. Combi orders have a minimum quantity of 10 MT per product and require multiple and consecutive time slots to be booked.

## **4.6 Arrival and registration**

The driver is required to register at the gate in a window between 15 minutes before and 15 minutes after the start of the loading slot. Drivers can be refused if this timing is not respected.

The driver will be asked confirm his identity (= ID or passport) and the INEOS Oxide order reference number.

The driver will be asked if the product related Lavera safety protocol was received. If positive the driver will have to show the signed protocol template. If negative the driver will be offered a paper copy of the protocol. The protocol must be read carefully and respected at all times.

## **4.7 General and product specific requirements**

### **4.7.1 General**

Minimum equipment requirements are included in the INEOS haulier SHE policy.

### **4.7.2 Diluted LFG type products**

The Transwide slot information does not reflect the time required for loading of Low Freezing Grade diluted products. The full process requires at least 3 hours on average. This includes time for product sampling and analysis.

### **4.7.3 Ethanol**

Ethanol loading hours are limited from 08h00 until 14h00 for customs reasons. The excise number is needed prior to loading and should be mentioned on the Purchase Order

The tank must be at ambient temperature.

### **4.7.4 LavSolve**

The Transwide window does not reflect the time required for loading. The full process requires at least 4 hours on average. This includes time for product sampling and analysis. Tanks must be single compartment.

Please find the additional LavSolve requirements hereunder:

- Single-tank trucks only
- Tank volume must be between 32500 litres and 37000 litres.
- Max tare of the truck and tanker: max 15,5 T
- Orders of LavSolve will always be exactly 24.0 T

#### 4.7.5 NAL/IAL

Please find the NAL/IAL equipment requirements hereunder:

- Liquid connection: 3" Guillemin or by adapter if other.
- Gas connections: 2" Guillemin or by adapter if other.
- Liquid and gas connections must be at ground level. The loading arm range for both vapour and liquid connection is limited. The connection must be at the backside or at the right hand rear side. Connections at the right hand rear side must be in a window up to max 2,5 m from the rear end.
- Gasket on flanges or seals and O-rings must be type envelope PTFE. (i.e PTFE with EPDM core)
- Quality of joints must be checked by the haulier before sending the truck/container.
- Gas line must be limited to one direct connection in order to prevent leakage.

Please find the NAL/IAL quality requirements hereunder:

- The following pre loading options are accepted:
  1. A road tanker or container arriving non-cleaned. The identical INEOS previous cargo is required. Previous cargo for NAL must be NAL. Previous cargo for IAL must be IAL. The equipment and residual product must be under nitrogen blanketing.
  2. A road tanker or container arriving cleaned, with no caustic washing (=C30). The previous product blacklist summarized the cargo's prohibited before washing:
    - Oil and Greases (lubricating oil, machine oil, bio oil, mineral oil; silicone oil silicone greas, bio diesel)
    - Strong Acids (sulphuric acid, oleum, hydrochloric acid, chlorosulfonic acid, nitric acid, phosphoric acid and cyanic acid)
    - Strong Bases (sodium hydroxide, potassium hydroxide, cement based products)
    - Amines (alkanolamines, aliphatic amines and aromatic amines)
    - Inorganic salts (sodium sulphite, sodium bisulfite)
    - Strong oxidizing agents (air, peroxides, chlorates, perchlorates and nitrates)

Loading cleaned containers or road tankers requires additional preconditioning (=purging). The haulier must be on site before his reserved slot:

- Gas line in 2": the driver must arrive 1h30 before the loading slot.  
(example: loading for 10h00, he must arrive at 08h30 to ventilate.
- Gas line in 1.5": the driver must arrive 2h00 before the loading slot.  
(example: loading for 10h00, he must arrive at 08h00 to ventilate

#### 4.7.6 MGSC

MGSC loadings ex Lavera need to be done in ground operated equipment.

## 5 SITE REQUIREMENTS - INEOS OXIDE LAVERA ALKOX

### 5.1 Loading address

INEOS Oxide Lavera SAS  
Usine de Lavéra  
Route d'Auguette, Lavéra, 13500 Martigues, France  
Lat. 43.378298, Long. 5.002514

### 5.2 Terminal contact details

8h00 ⇔ 17h00	Supply chain manager	+33 442 13 13 17	<a href="mailto:david.panizza@ineos.com">david.panizza@ineos.com</a>
7h30 ⇔ 16h00	Logistics assistant	+33 442 13 13 26	<a href="mailto:olivier.extrat@ineos.com">olivier.extrat@ineos.com</a>
6h00 ⇔ 19h00	Weigh bridge operator	+33 442 13 13 18	
6h00 ⇔ 19h00	Control room	+33 442 13 13 16	

### 5.3 Loading hours

6h00 ⇔ 19h00 on working days

6h00 ⇔ 14h00 on working days for orders requiring customs documentation

### 5.4 Quality and Cleaning

All containers and road tankers must be presented cleaned or empty from the identical INEOS product:

- Proper proof of cleaning requires an original EFTCO certificate. INEOS recommends a maximum validity of 4 weeks. Validity must not exceed 8 weeks.
- Proper proof of previous cargo requires presenting an original INEOS CMR or a Haulier certificate of previous cargo. The site accepts paper documents carried by the driver but strongly prefers upfront mailed documents. See details under booking instructions.

The Haulier certificate of previous cargo must include at minimum:

- Haulier name
- Tank and compartment reference
- INEOS order reference
- INEOS product reference
- Previous INEOS order reference
- Previous INEOS loading date
- A statement the tank was discharged free of contamination and remained closed without other use than carrying the previous INEOS load.

### 5.5 Bookings

Loading slots must be booked via <https://transwide.WKTransportServices.com/spotbooking/ineosoxide>  
More information is available in Annex 12.1: "Transwide Spot Booking Page".

Haulier details and compliance with the INEOS Oxide SHE policy must be provided and confirmed during booking.

Bookings are frozen the day in advance at 15h00. Changes or bookings beyond this timeline can be handled through direct contact of site logistics, preferably by mail. ([david.panizza@ineos.com](mailto:david.panizza@ineos.com) or [olivier.extrat@ineos.com](mailto:olivier.extrat@ineos.com))

Previous cargo documents are preferentially provided by mail. ([david.panizza@ineos.com](mailto:david.panizza@ineos.com) or [olivier.extrat@ineos.com](mailto:olivier.extrat@ineos.com)) The order reference must be clearly and correctly stated in the title of the mail.

Multiproduct loadings require multiple and consecutive time slots to be booked.

## 5.6 Arrival and registration

The driver is required to register at the gate in a window between 15 minutes before and 15 minutes after the start of the loading slot. Drivers can be refused if this timing is not respected.

The driver must confirm his/her identity (= ID or passport, the INEOS Oxide order reference number, the name of the customer, the product(s) and quantity to be loaded, the destination country and the equipment /vehicle details (license plates, container reference, compartment details, container maximum volume, ...).

The driver will be required to follow a safety introduction and pass a safety test. Instructions are provided in multiple languages.

Every haulier must complete and sign a Safety protocol prior to loading. INEOS needs to receive the completed and signed safety protocol the latest 48 hours prior to loading. INEOS cannot be held responsible for any demurrage costs that might occur if the Safety Protocol was not sent 48 hours prior to loading.

## 5.7 General and product specific requirements

### 5.7.1 General

Minimum equipment requirements are included in the INEOS haulier SHE policy. Please find the additional site-specific requirements hereunder:

- Standard loading is top based requiring a  $\geq 45$  cm dome cover.
- Only empty trucks not containing any partial load are accepted for loading.
- Road tankers or container are preferentially equipped with baffles.
- Road tankers or containers must be heatable.

### 5.7.2 MTO products

Make To Order loadings are loaded directly from the production unit. They are time critical. These products are listed under Transwide groups 6 and 7.

Additional requirements:

Group 6 (Group6) - Loading MTO special loading point REACTOR III				
(Un)loading Point	Max of bookings	07:00	13:00	18:00
INEOX MPEG1000 MTO	3	[x]		[x]
INEOX MPEG750NG MTO	3	[x]		[x]
Max of bookings		1	0	1

- Drives must be in time. No tolerance for delay. If late, a back-up solution will be called. Costs will be charged to the customer.
- Loadings are bottom based. The bottom lading valve may be rear of side positioned. Loading valve must always be horizontal.
- Road tankers or containers must be one compartment type. It must not be protected with a box and must be sufficiently close to the edge of the trailer.
- Road tankers or containers must be equipped with baffles.
- Road tankers or container for MPEG products require a min capacity of 28 000 liters. This min capacity is increased to 30 000 liters if diluted with 5 to 20% of water.
- Road tankers or containers must be heatable.



## 6 SITE REQUIREMENTS – INEOS OXIDE ZWIJNDRECHT

### 6.1 Loading address

INEOS Oxide Zwijndrecht  
Scheldedijk 2070 Zwijndrecht, Belgium  
Port # 1019 Gate # 3  
Lat. 51.248328, Long. 4.324890

### 6.2 Terminal contact details

6h00 ⇔ 21h00 Dispatch liquid bulk +32 3 250 98 47 [oxid\\_be\\_terminal\\_despatching@ineos.com](mailto:oxid_be_terminal_despatching@ineos.com)  
6h00 ⇔ 21h00 Dispatch packed goods +32 3 250 98 49 [oxid\\_be\\_terminal\\_despatching@ineos.com](mailto:oxid_be_terminal_despatching@ineos.com)

### 6.3 Loading hours

#### Loadings:

6h00 ⇔ 18h00 on working days for loadings  
6h00 ⇔ 14h00 on working days for loadings requiring customs documentation  
0h00 ⇔ 24h00 all days for for automatic self-loading certified drivers excluding customs

#### Container HUB drop-off and pick-up:

Drop-off: 7h00 ⇔ 14h00 on working days from Monday until Thursday  
Drop-off: 7h00 ⇔ 12h00 on Friday working days  
Pick-up: 7h00 ⇔ 19h00 on working days  
Pick-up: 7h00 ⇔ 19h00 on working days if requiring customs documentation

### 6.4 Quality and Cleaning

All containers and road tankers must be presented cleaned or empty from the identical INEOS product:

- Proper proof of cleaning requires an original EFTCO certificate. INEOS recommends a maximum validity of 4 weeks. Validity must not exceed 8 weeks.
- Proper proof of previous cargo requires presenting an INEOS CMR or a haulier certificate of previous cargo. The site accepts paper documents carried by the driver and upfront mailed documents. See details under booking instructions.

The Haulier certificate of previous cargo must include at minimum:

- Haulier name
- Tank and compartment reference
- INEOS order reference
- INEOS product reference
- Previous INEOS order reference
- Previous INEOS loading date
- A statement the tank was discharged free of contamination and remained closed without other use than carrying the previous INEOS load.

### 6.5 Bookings

Loading slots must be booked via <https://transwide.WKTransportServices.com/spotbooking/ineosoxide>  
More information is available in Annex 12.1: “Transwide Spot Booking Page”.

Haulier details and compliance with the INEOS Oxide SHE policy must be provided and confirmed during booking. ALS loading requires adding “ALS loading” in the Transwide slot additional information.

Transwide schedules are opened 7 days in advance. Bookings are frozen the day before loading at 20h00. Bookings linked to “Terminal Chemicals” loading bridges can be booked or changed up to 30 minutes before the start of a timeslot. Changes after the stated timeline thresholds must be avoided and can only be handled through direct contact of terminal dispatch.

Group 1 (Terminal chemicals) - Loading bridge 1 C1

(Un)loading Point

Max of bookings

06:00

07:00

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

MPEG1000

Internal Use

Max of bookings

1

1

1

1

1

1

1

1

1

1

1

1

1

Group 1 (Terminal chemicals) - Loading bridge 2 C2

(Un)loading Point

Max of bookings

06:00

07:00

08:00

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

Ethoxypropanol (EP)

EDGE

EDP

IPGE

1

1

1

1

1

1

1

1

1

1

1

1

1

Previous cargo documents can be mailed to terminal dispatch. The order reference must be clearly and correctly stated in the title of the mail.

Multiproduct loadings require multiple and consecutive time slots to be booked.

HUB drop-offs and pick-ups do not require a booking. Timing details will be provided by the CSR.

## 6.6 Arrival and gate procedure

The driver is required to register at the gate in a window between 15 minutes before and 15 minutes past the start of loading slot. Drivers can be refused if this window is not respected.

The driver must confirm his/her identity (= ID or passport), the INEOS Oxide or Third Party order reference number, the name of the customer, the product(s) and quantity to be loaded, the destination country, the maximum permissible weight, and the equipment /vehicle details (license plates, container reference, compartment details, container maximum volume, ... ).

The driver will be required to follow a safety introduction and pass a safety test. Instructions are provided in Dutch, English, French, German, Bulgarian, Czech, Hungarian, Polish, Romanian and Russian. Drivers will additionally be required to prove minimum knowledge of Dutch, English, German or French through a digital language test. See INEOS Oxide hauliers SHE policy for more details.

## 6.7 General and product specific requirements

### 6.7.1 General

Minimum equipment requirements are included in the INEOS haulier SHE policy. Please find the additional site-specific requirements hereunder:

- Standard loading is top based requiring a  $\geq 45$  cm dome cover.
- Maximum equipment height must not exceed 4,00 m.
- Minimum equipment height (= lowest point of top grating) must be 3,20 m. This value is elevated to 3,45 m for all Transwide marked “Terminal Chemicals” loading bridges.
- Tank containers must have full deck, B-shape, E-shape, F-shape or H-shape topside grating. The requirement is restricted to full deck, B-shape or H-shape for all Transwide marked “AO6 loadings” loading bridges.

- Road tankers must have full-length walkways at the left or the right side. Road tankers for all Transwide marked “Terminal Chemicals” loading bridges must have additional centreline grating between the topside spill boxes.
- Containers for HUB drop-off must be equipped with integrated collapsible handrails. Containers with collapsible handrails mounted onto the corner castings are not accepted. Exemptions must be requested case per case though the INEOS CSR. These exemptions require drop-off of the container and chassis combination.
- Container for HUB drop-off for temperature sensitive products that require heating must be equipped with a top airline that allows vertical insertion of a temperature probe.

### **6.7.2 BUAC, IBUAC, IPAC, MEG, DEG, TEG, TEG SHP**

Non ALS certified drivers are only allowed to book on working days between 6h00 and 19h00.

### **6.7.3 MGE**

Please find the MGE specific requirements hereunder:

- Equipment must be one compartment only.
- Tankcode must be L4BH.
- Gaskest on flanges or seals and O-rings must be fiberglass reinforced (25%) PTFE.
- Gasket on the manholes must be PTFE envelope.
- Containers or road tankers must be equipped with 3” bottom rear and 1” bottom or top TODO SS316 chemraz seal drydisc liquid connectors. All TODO couplings must be equipped with caps, must fit within the coverboxes, and may not be installed or removed at the site.

### **6.7.4 ENB/VNB**

Please find the ENB/VNB specific requirements hereunder:

- Equipment must be one compartment only.
- Tankcode must be L4BN or L4BH.
- Gaskest on flanges or seals and O-rings must be fiberglass reinforced (25%) PTFE.
- Containers or road tankers must be equipped with rear a bottom liquid connection that includes a 3” TW coupling.
- Containers or road tankers must be equipped with a 1 ½” BSP vapour connection.
- Cleaned containers require precondition at Van Moer. The specific “ENB prep” includes equipment inspection, replacement of manhole gaskets, vessel purging and vessel pressure testing. Address: Van Moer logistics – Keetberglaan – Port 1054 Zwijndrecht.

## 7 EXT. DEPOT REQUIREMENTS – ADPO KALLO

### 7.1 Loading address

ADPO NV  
Port 1111  
Steenlandlaan 3, 9130 Kallo, Belgium

### 7.2 Terminal contact details

9h00 ⇔ 17h00 Planning +32 (0)3 570 63 06 [timeslots.bulk@adpo.com](mailto:timeslots.bulk@adpo.com)

### 7.3 Loading hours

6h00 ⇔ 16h00 on working days

### 7.4 Quality and Cleaning

All containers and road tankers must be presented cleaned or empty from the identical INEOS product:

- Proper proof of cleaning requires an original EFTCO certificate. INEOS recommends a maximum validity of 4 weeks. Validity must not exceed 8 weeks.
- Proper proof of previous cargo requires presenting an original INEOS CMR or a Haulier certificate of previous cargo. The site only accepts paper documents carried by the driver.

The Haulier certificate of previous cargo must include at minimum:

- Haulier name
- Tank and compartment reference
- INEOS order reference
- INEOS product reference
- Previous INEOS order reference
- Previous INEOS loading date
- A statement the tank was discharged free of contamination and remained closed without other use than carrying the previous INEOS load.

### 7.5 Bookings

A timeslot needs to be booked minimum 48 hours in advance by mail mentioning correct product and reference number. E-mail address: [timeslots.bulk@adpo.com](mailto:timeslots.bulk@adpo.com)

Contact terminal planning if assistance is needed.

After receipt of the timeslot the driver will get a unique QR code which is required for registration.

### 7.6 Arrival and registration

The driver is required to register at the gate at least 30 minutes before the loading slot. Drivers can be refused if this timing is not respected. The 6h00 timeslot is an exemption.

The driver is required to register at the gate. This can be done by either entering the unique code in the console or scan the QR code (digital / hard copy). Furthermore, the driver will be asked to scan all necessary loading documents. This includes driver ADR certificate (if applicable), equipment ADR certificates (if applicable) and cleaning certificate or proof of previous cargo.

The driver has to complete an access control form and sign for acknowledgement:

- The driver has to confirm the vehicle is equipped ADR Regulations (if applicable).

- The driver has to confirm he/she has a valid ADR education certificate (if applicable).
- The driver has to confirm he/she has the necessary tremcards, has the necessary safety equipment, and shall place the orange labels and ADR boards.
- The driver confirms that safety prescriptions were received, read and understood.
- The driver has to confirm he/she is familiar with and will observe the terminal safety regulations. These can be found on the available access cards, as well as on the pictograms outside.

The driver will be informed (mobile phone) when the documents for operation are ready at the counter.

## **7.7 General and product specific requirements**

### **7.7.1 General**

Minimum equipment requirements are included in the INEOS haulier SHE policy.

Self-handling is prohibited. Drivers must wait for operational instructions.

The driver may not move the vehicle before he/she has received clearance from the operator and has carried out a visual check for obstacles around the vehicle.

## 8 EXT. DEPOT REQUIREMENTS – ALKION MARSEILLE

### 8.1 Loading address

Alkion MARSEILLE

Route du Port Pétrolier, 13117 LAVERA, France

### 8.2 Terminal contact details

7h00 ⇔ 15h45 Planning

+33 (0) 442 444 208

### 8.3 Loading hours

7h00 ⇔ 15h45 on working days

### 8.4 Quality and Cleaning

All containers and road tankers must be presented cleaned or empty from the identical INEOS product:

- Proper proof of cleaning requires an original EFTCO certificate. Cleaning certificates can be maximum 48 hours old.
- Proper proof of previous cargo requires a Haulier certificate of previous cargo. The site only accepts paper documents carried by the driver.

The Haulier certificate of previous cargo must include at minimum:

- Haulier name
- Tank and compartment reference
- INEOS order reference
- INEOS product reference
- Previous INEOS order reference
- Previous INEOS loading date
- A statement the tank was discharged free of contamination and remained closed without other use than carrying the previous INEOS load.

### 8.5 Bookings

A time slot needs to be booked at least 24hs in advance, by contacting Alkion at +33 442 44 4208.

Combi orders are not allowed.

### 8.6 Arrival and registration

No specific instructions.

### 8.7 General and product specific requirements

#### 8.7.1 General

Minimum equipment requirements are included in the INEOS haulier SHE policy.

After loading the haulier needs to present himself at the INEOS gatehouse to pick up the documents.

Only mono tankers for single product loading.

## 9 EXT. DEPOT REQUIREMENTS – ITC RUBIS ANTWERP

### 9.1 Loading address

ITC Rubis Terminal Antwerp N.V.  
Blikken, 9130 Beveren (Doel), Belgium  
Port 1662

### 9.2 Terminal contact details

8h00 ⇔ 16h00 Planning +32 (0)3 210 09 56 [timeslot@itcrubis.com](mailto:timeslot@itcrubis.com)

### 9.3 Loading hours

6h00 ⇔ 20h00 on working days

6h00 ⇔ 16h00 on working days for loadings requiring customs documentation

### 9.4 Quality and Cleaning

All containers and road tankers must be presented cleaned or empty from the identical INEOS product:

- Proper proof of cleaning requires an original EFTCO certificate. INEOS recommends a maximum validity of 4 weeks. Validity must not exceed 8 weeks.
- Proper proof of previous cargo requires presenting an original INEOS CMR or a Haulier certificate of previous cargo. The site only accepts paper documents carried by the driver.

The Haulier certificate of previous cargo must include at minimum:

- Haulier name
- Tank and compartment reference
- INEOS order reference
- INEOS product reference
- Previous INEOS order reference
- Previous INEOS loading date
- A statement the tank was discharged free of contamination and remained closed without other use than carrying the previous INEOS load.

### 9.5 Bookings

Timeslots have to be booked within office hours and minimum 24h before arrival of the truck by contacting terminal planning.

### 9.6 Arrival and registration

Upon arrival at ITC Rubis, driver should present a copy of the cleaning certificate and the N2 certificate. In case, truck arrives without the required paperwork and/or unsealed, truck will not be accepted for loading.

### 9.7 General and product specific requirements

#### 9.7.1 General

Minimum equipment requirements are included in the INEOS haulier SHE policy.

### **9.7.2 DCPD HG**

Trucks/containers equipped with top connections are not accepted. All tanks are to be loaded under dry nitrogen, preferably with a closed loop nitrogen return loop and the lids of the tanks should not be opened.

Container/truck must be cleaned, purged and pressure tested. Container/truck to be sealed after purging and seal numbers to be mentioned on the N2 certificate.

Truck/container needs to be steam heatable.

Forbidden precargos:

1. Acrylate based polymers, Lubrizol LZ7418A and Latex
2. Cumene hydro-peroxide and other organic peroxides
3. Hydrogen peroxide
4. Per-acetic acid, peroxodisuphate or other per-acids



## 10 EXT. DEPOT REQUIREMENTS – STANDIC ANTWERP

### 10.1 Loading address

Standic B.V.  
Beliweg 1, 2030 Antwerp, Belgium  
Port 321

### 10.2 Terminal contact details

### 10.3 Loading hours

7h00 ⇔ 16h00 on working days

### 10.4 Quality and Cleaning

All containers and road tankers must be presented cleaned or empty from the identical INEOS product:

- Proper proof of cleaning requires an original EFTCO certificate. INEOS recommends a maximum validity of 4 weeks. Validity must not exceed 8 weeks.
- Proper proof of previous cargo requires presenting an original INEOS CMR or a Haulier certificate of previous cargo. The site only accepts paper documents carried by the driver.

The Haulier certificate of previous cargo must include at minimum:

- Haulier name
- Tank and compartment reference
- INEOS order reference
- INEOS product reference
- Previous INEOS order reference
- Previous INEOS loading date
- A statement the tank was discharged free of contamination and remained closed without other use than carrying the previous INEOS load.

### 10.5 Bookings

No planning system.

### 10.6 Arrival and registration

The driver needs to present himself with the INEOS order reference [OR – space – number] at Standic and should mention clearly that he is loading INEOS Oxide material. After loading, he will receive a Standic loading ticket, together with the INEOS loading documents (CMR, delivery note, DGD if appropriate).

The driver will need to overwrite the ordered weight with the loaded weight and hand these documents over upon delivery, together with the COA he receives from Standic. The driver has to confirm he/she has a valid ADR education certificate (if applicable).

### 10.7 General and product specific requirements

#### 10.7.1 General

Minimum equipment requirements are included in the INEOS haulier SHE policy.

## 11 DOCUMENT CONTROL

Owner: INEOS Oxide, customer service

Last update: 2023-04-13

Modifications:

- First edition by Jeroen Wesenbeek on 2023-04-13

## 12 ANNEX

### 12.1 Transwide Spot Booking Page

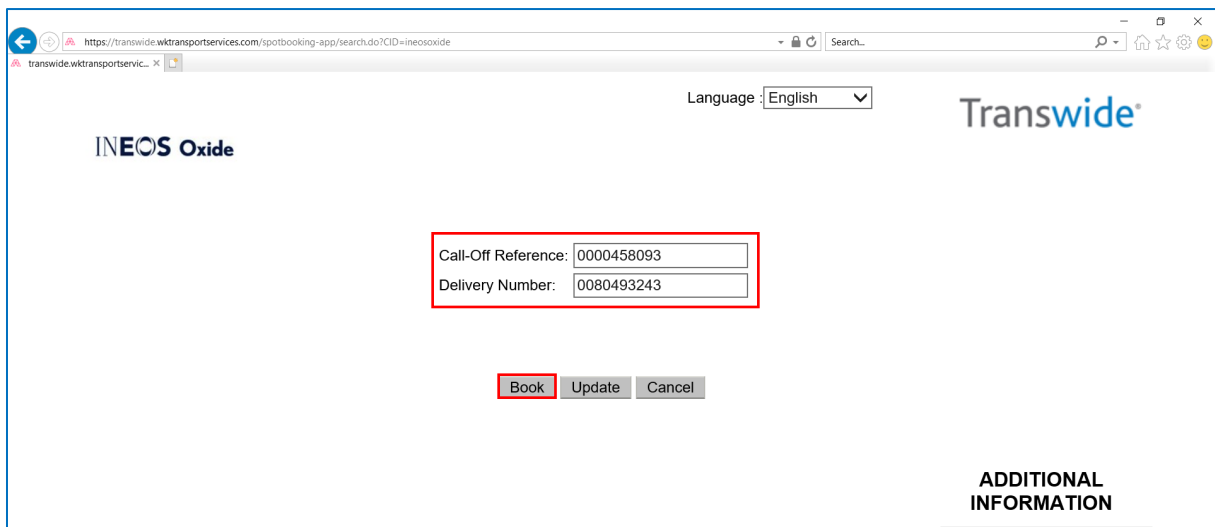
The transwide spot booking page allows you to log on to transwide without a username or password. The only information you require, are the call-off reference and delivery number. This information will be provided by the INEOS Oxide Customer Service Representative.

Should you encounter any problem, please contact the transwide support team. Transwide Belgium  
TEL: +32 (02 722 9933 Mail: [support-europe@transwide.com](mailto:support-europe@transwide.com)

The Transwide spot booking page can be reached through the link hereunder:

<https://transwide.WKTransportServices.com/spotbooking/ineosoxide>

You will need the call-off reference and delivery number as a unique combination to reach the call-off. It is important to note that both the call-off reference and delivery number consist of 10 digits as per below example.

A screenshot of a web browser displaying the Transwide Spot Booking Page. The browser's address bar shows the URL: https://transwide.wktransportservices.com/spotbooking-app/search.do?CID=ineosoxide. The page features the INEOS Oxide logo on the left and the Transwide logo on the right. A language dropdown menu is set to 'English'. In the center, there are two input fields: 'Call-Off Reference:' with the value '0000458093' and 'Delivery Number:' with the value '0080493243'. These fields are enclosed in a red rectangular box. Below the input fields are three buttons: 'Book' (highlighted with a red border), 'Update', and 'Cancel'. At the bottom right, there is a section titled 'ADDITIONAL INFORMATION'.

Select the “Book” (for a new booking or “Update” (for an existing booking button.

The webpage will redirect to the call-off with all relevant information about your transport order. At the bottom you can add an e-mail address. Doing so will provide a confirmation mail after you have booked a timeslot.

transwide.wktransportservices.com/spotbooking-app/search.do?CID=ineosoxide

Language: English

**INEOS Oxide** **Transwide**

REQUEST ACTION: BOOK FOR PICK-UP

Call-Off Reference :0000971573

Pick-up Latest Date: 29.03.2023 23:59  
Pick-up Address:  
Haven 1019 - Poort 3, Scheldedijk  
2070, Zwijndrecht, 20  
Belgium  
Pick-up Resource Code: 63

Delivery Earliest Date: 29.03.2023 00:00  
Delivery Latest Date: 29.03.2023 23:59  
Delivery Address:  
Customer Collection Greece  
Customer Collection Greece,  
Greece

Packing/Load List:

1. Goods description: Product Unit Reference: 0335B

Total Gross Weight: 22 tonne  
Total Net Weight: 22 tonne  
Hazardous Information: N/A, UN 3082 90, 9, III, N/A, N/A

Shipper Additional Info:  
Add. Shipper Load ref:0081159366

Contact Details:  
Name: Christoph MASSEZ (Integration)  
Email: Christoph.Massez@ineos.com

You can enter up to 2 email addresses to receive confirmation email.

Confirm Back

The "Confirm" button will lead you to the slot booking screen.

The webpage will redirect to the loading schedule. Please find the exact product reference, double check and use that line only. Available loading slots are marked with a white [X]. The reference of the loading bridge can be found above. Note that some technical requirements relate to the bridge of loading. The date of loading can be changed above.

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transwide.wktransportservices.com/spotbooking-app/timeSlot.do?CID=ineosoxid...

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⋮

Language: English

Transwide®

INEOS Oxide

Tuesday, 31.01.2023

<-

->

31

January

2023

📅

Show

Back

**Instructions provided by the shipper:**  
 PLEASE MENTION IN THE BOOKING IF THE LOADING IS COMPLETED BY AN ALS CERTIFIED DRIVER. FOLLOWING TIMESLOTS ARE RESERVED FOR ALS CERTIFIED DRIVERS: 06:00 UNTIL 19:30 AO6 Bridge 3/4: ALS (trained drivers) and non-ALS (none trained drivers) are split up. Orders being loaded by an ALS driver to be booked first at 'ALS loadings'. If no available time slot the order can also be booked at 'MANUAL loadings'. Orders being loaded by a none trained driver to be booked in at 'MANUAL loadings', only!

**Contact details for this location:**

📁

Group 1 (AO6 LOADINGS) - BRIDGE 3 MANUAL LOADINGS

63

BRIDGE 3 MANUAL LOADINGS

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(Un)loading Point	Max of bookings	06:00	07:15	08:30	10:00	11:30	13:00	14:30	15:45	17:00
LM2	10	[X]				[X]	[X]	[X]	[X]	
ECOLAT 24-2	10	[X]				[X]	[X]	[X]	[X]	
CEPSINOL 1214/2	10	[X]				[X]	[X]	[X]	[X]	
WILFARET KBA2	10	[X]				[X]	[X]	[X]	[X]	
WILFARET KBA2 RSPO	10	[X]				[X]	[X]	[X]	[X]	
LS7	10	[X]				[X]	[X]	[X]	[X]	
DEHYDOL LT7	10	[X]				[X]	[X]	[X]	[X]	
Internal	10									
Max of bookings		1	1	1	1	1	1	1	1	1

	06:00	07:15	08:30	10:00	11:30	13:00	14:30	15:45	17:00
Max in Total	1	1	1	1	1	1	1	1	0
Currently Booked	0	1	1	1	0	0	0	0	0

[X] Free

Prebooked

Booked(live-load)

Booked(pre-(un)load)

Unavailable

Choosing one of the available timeslots.

The webpage will redirect to the final overview screen. Complete the required information:

1. Add the haulier name. Use the pulldown list. Select “other” if the haulier is not in the list. Then use the additional field to enter haulier name.
2. Add the haulier country.
3. Confirm receipt, compliance and distribution of the INEOS haulier SHE policy to the driver.

← → ↻ 🔒 transwide.wktransportservices.com/spotbooking-app/timeSlot.do?resourceId=1... ☆ 🏠 📄 🌐 ⋮

Language: English

**INEOS Oxide** **Transwide**

Tuesday, 31.01.2023 06:00

You are allowed to handle this booking until 30.01.2023 at 20:00

Transport Reference: 0000971573	Country FCA // RM haulier: France
Name FCA // RM haulier: Other: name => add. inf. field	Haulier SHE policy well received: Yes
Location: <input checked="" type="radio"/> pick-up <input type="radio"/> delivery	Pickup/Delivery Location: Customer Collection Greece
Additional Information: XPO Logistics	Product Information: CepSinol-e 1214/2
Rebook reason: -> Select	Remarks/Observations:
Delay reason or remark: -> Select	

**Submit** **Back**

← → ↻ 🔒 transwide.wktransportservices.com/spotbooking-app/timeSlot.do?resourceId=1... ☆ 🏠 📄 🌐 ⋮

Language: English

**INEOS Oxide** **Transwide**

Tuesday, 31.01.2023 06:00

You are allowed to handle this booking until 30.01.2023 at 20:00

Transport Reference: 0000971573	Country FCA // RM haulier: Netherlands
Name FCA // RM haulier: Bertschi	Haulier SHE policy well received: Yes
Location: <input checked="" type="radio"/> pick-up <input type="radio"/> delivery	Pickup/Delivery Location: Customer Collection Greece
Additional Information:	Product Information: CepSinol-e 1214/2
Rebook reason: -> Select	Remarks/Observations:
Delay reason or remark: -> Select	

**Submit** **Back**

If all information is correct, you can click the “Submit” button and your timeslot will be confirmed.

## **12.2 DPG-F and MPG-USP proof of previous cargo templates**

See documents on next pages.

## Vorproduktbescheinigung/previous load DPG-F

Referenz/order number:	
Ladedatum/loading date:	
Transportnummer/transport number	
Containernummer/Container ID	
Kennzeichen Auflieger/ID Tank	
Verwendungszweck/end use of product	

	Datum/date	Transportnummer / order number	Vorprodukt / previous load	
Kammer1 /containment1				
Kammer2 /containment2				
Kammer3 /containment3				
Kammer4 /containment4				
Kammer5 /containment5				
Jede Kammer muss über eine separate Ausgangsleitung verfügen um diese einzeln zu kontrollieren/beprobieren. Each containment must be equipped with a separate bottom line so controlling and sampling can be done separately.				
Reinigung EFTCO Code F muss separat vorgelegt werden. Cleaning EFTCO Code F must be shown separately.				

Unterschrift/ signature	
Adresse/ adress	Stempel / stamp



## Vorproduktbescheinigung/previous load MPG-USP

Referenz/order number:	
Ladedatum/loading date:	
Transportnummer/transport number	
Containernummer/Container ID	
Kennzeichen Auflieger/ID Tank	
Verwendungszeck/end use of product	

	Datum/date	Transportnummer / order number	1. Vorprodukt / first previous load	2. Vorprodukt / second previous load	3. Vorprodukt / third previous load
Kammer1 /containment1					
Kammer2 /containment2					
Kammer3 /containment3					
Kammer4 /containment4					
Kammer5 /containment5					
Jede Kammer muss über eine separate Ausgangsleitung verfügen um diese einzeln zu kontrollieren/beprobieren. Each containment must be equipped with a separate bottom line so controlling and sampling can be done separately.					
Reinigung EFTCO Code F muss separat vorgelegt werden. Cleaning EFTCO Code F must be shown separately.					
Tankzug/Container ist für Lebensmitteltransporte geeignet und gekennzeichnet. Tank/Tank container is only used for foodstuff and labeled accordingly (= "Nur für Lebensmittel" / "Only Foodstuff")					

Unterschrift/ signature	
Adresse/ adress	
	Stempel / stamp