



## **Delivery and Collection Terms and Conditions - Bulk goods -**

of Brenntag Group  
Germany

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The terms and conditions outlined below (hereinafter referred to as "Terms and Conditions") are binding on all suppliers, customers, freight forwarders and other non-Brenntag personnel (hereinafter referred to as "Third Parties"), who enter the premises of own operational facilities or external warehouses (hereinafter referred to as "Premises") belonging to Brenntag GmbH or BCD Chemie GmbH (hereinafter referred to as "Brenntag") on foot or in a vehicle for the purpose of e.g. delivering and/or collecting goods.

Any features that lead to deviations from the Terms and Conditions, require prior arrangement with and approval of Brenntag.

Brenntag reserves the right to refuse to permit the loading/unloading of containers, tankers or trucks on the Premises concerned if one or several of the requirements listed in these Terms and Conditions are not met.

Our General Terms and Conditions of Sale and Delivery and our General Terms and Conditions of Purchase as well as any additional individual agreements remain unaffected by these Terms & Conditions.

## 1 Registration and briefing

- Third Parties wishing to enter Brenntag Premises on foot or in a vehicle must sign in with standard personal protective equipment (Full-body protective clothing, high-visibility vest, protective helmet, closed conductive safety footwear and safety goggles) at the gate/front desk, where they are briefed on the rules of conduct that apply throughout the facility.
- Attention is drawn to the fact that these Terms and Conditions apply. A written copy of the Terms and Conditions is available on request at the gate/front desk at all Brenntag Premises. Third parties are only permitted to enter the Premises if they agree to the Terms and Conditions.
- Each time it enters the Premises, every Third Party must complete and sign a permit application form with behaviour rules and safety information on the back of the permit, in which the Third Party agrees to comply with the behaviour rules and confirms to have taken note of the safety information. A copy of the permit must be carried at all times while on the Premises. The permit must be returned after the visit to enable Brenntag to check the presence and absence in case of an emergency.
- When collecting a consignment of hazardous goods, a valid ADR license (training condition ADR 8.2), a photo ID (Passport or Identity Card) and the valid driver's license must be presented and the ADR checklist ("Checkliste Fremdfahrzeuge") must be completed. If necessary "T9"- registration certificate or inspection certificates of each tank can be viewed.
- The equipment of every collecting vehicle is checked on arrival at the Premises. Brenntag or Brenntag's authorized representative reserves the right to reject the vehicle and refuse to load the consignment if the equipment required by law is incomplete, unsafe or not in good working order.
- Details of the order numbers (Brenntag/BCD Chemie pick-up numbers or purchase order numbers), the product, the quantity and the address of the customer must be indicated for every delivery/collection.

## 2 General guidelines

- Third Parties must adhere to contractually agreed dates/times for delivery and/or collection. Brenntag will not cover any demurrage or other supplementary costs incurred because of failure to adhere to such dates/times.
- Delivery and/or pick-up vehicles must sign in within the goods acceptance/issuing hours (refer to [section 5](#)).
- **Freight forwarders who collect goods on behalf of the customer must coordinate the loading times with the contact persons specified under section 5 at least two working days before the desired collection.**
- It is prohibited to vent tanks on the company Premises, to park overnight or at weekends, to carry out cleaning and/or maintenance work on vehicles or to bring unannounced persons or animals onto the company Premises.

### **3 Safety guidelines**

#### **3.1 General**

It is prohibited

- to park the vehicle blocking railway crossings, entrances to and roads on the Premises. These roads must be passable at all times, especially to ensure access for emergency vehicles.
- to bring additional persons (excluding co-drivers) to the Brenntag Premises.
- to spend more time on the company Premises than is necessary for the execution of work (e.g. for driving breaks).
- to deviate from the specified access routes to the designated loading and unloading points. Especially deviation from one-way-roads rules is prohibited.
- Drive to tank, mixing and filling facilities by external persons without guidance and instruction from Brenntag employees.
- to grant access to tank, mixing and filling facilities to external persons unaccompanied by Brenntag employees.
- Reversing without instructions.
- to leave the designated areas inside the storage facilities.
- to enter facilities, storage rooms, laboratories and other rooms/areas that are not related to the loading/unloading work without the express request of a company employee. This does not apply to appropriately indicated canteen and sanitary areas or areas expressly mentioned by the gatekeeper (registration).
- to connect devices of any kind to Brenntag systems, connections or energy sources without written authorization or to modify or remove any (sub-)systems, devices or accessories on the Premises without explicit prior permission.
- to smoke anywhere on the Premises (not even inside vehicles). The only exceptions are the designated smoking areas.
- to consume any food or drinks outside specially designated and appropriately signposted areas.
- to use electronic devices (e.g. mobile phone, CB radio, etc.) on the Premises.
- to leave the parking heater on.
- to film or take photographs on the Premises. Any other type of recording is only permitted with the prior written authorization of Brenntag's site manager / site operations manager.
- to go anywhere other than the designated assembly points in the event of a fire alarm or any other technical alarm. Any orders or instructions given by the plant or warehouse personnel must be obeyed.
- to enter the Premises without wearing the required personal protective equipment (PPE).
- to enter the Premises under the influence of alcohol or drugs or carrying alcohol or drugs.

### 3.2 Rules for all drivers

- Vehicles may only be driven by reliable, appropriately trained drivers with a valid driving license.
- Driving personnel must be trained to be capable of reading and understanding the safety instructions in German or English given by Brenntag personnel or authorized representatives on-site. As a minimum, driving personnel shall be able to communicate in the terminology of Transperanto ([www.transperanto.org](http://www.transperanto.org)). In particular, this includes communication regarding emergency procedures, taking samples and the handling of tank vehicles.
- If sufficient communication of the safety requirements is not possible, even with the aid of other (technical) measures available on site, Brenntag reserves the right to reject the vehicle. Any costs resulting from the rejection will not be borne by Brenntag.
- **Driving personnel must remain in the immediate vicinity of their vehicles during loading/unloading unless instructions are given to the contrary. The loading/ unloading procedure must be monitored by the driver. The driver is able to intervene quickly in case of an emergency or accident.**
- **Damage to equipment in the operating area or road accidents must be reported immediately – in any cause before leaving the premises- to the operations or site manager.**

Drivers must be wearing the following items of personal protective equipment (PPE)\* when entering the Premises:

- 1) Safety goggles (DIN EN 166)
- 2) Chemical-resistant protective gloves
- 3) Closed safety footwear (conductive for flammable liquids and solvents according to DIN EN 61340-4-3)
- 4) Full-body work clothing (polyester cotton overall (overall or jacket and trousers) (chemical resistant) comparable according to DIN 1149-1) or possibly chemical resistant protective suit
- 5) High-visibility vest or working clothes with high visibility features
- 6) Protective working helmet (according to DIN EN 397)
- 7) Be aware of safety shower and if necessary access to Brenntag PREVIN
- 8) Fall protection equipment, safety harness (if it is necessary to climb onto the lorry)

### 3.3 Rules for vehicles and works traffic

- Vehicles and loading units must comply with German legislation and must therefore meet specific requirements including those laid down by the current versions of the German Road Traffic Licensing Regulations (*Straßenverkehrs-Zulassungs-Ordnung*, StVZO) and DGUV 70 (*Berufsgenossenschaftliche Vorschriften*), i.e. the occupational health and safety regulation issued by the employers' liability insurance association.
- Vehicles may only be loaded if the vehicle is qualified for the intended load in terms of its equipment, condition and carrying capacity, is duly registered, in proper condition and in good technical and visual condition.
- According to the ADR, vehicles used for the transport of hazardous goods must carry the following equipment in addition to the personal protective equipment (PPE) required for the vehicle crew:
  - 1) Written instructions according to section 5.4.3 of ADR
  - 2) Orange hazchem warning panels, signs and labels permanently attached to the vehicle
  - 3) At least one wheel chock respectively two chocks for vehicles with three or more axles
  - 4) One self-standing warning sign and one orange hazard warning light
  - 5) One warning vest for each member of the vehicle crew
  - 6) One portable lighting apparatus (for products with hazard label 3, EX-protected) for each member of the vehicle crew
  - 7) One pair of protective gloves for each member of the vehicle crew
  - 8) One respiratory mask when transporting substances of dangerous goods (e.g. transportation of products with classes 2.3 (toxic gases) and 6.1 (toxic substances))
  - 9) Eye protection (e.g. safety goggles) for each member of the vehicle crew
  - 10) Plastic collection container (transportation of hazardous products with the following numbers: 3, 4.1, 4.3, 8, 9)
  - 11) Shovel (hazardous numbers: 3, 4.1, 4.3, 8, 9)
  - 12) Two fire extinguishers (with at least 12 kg in total - one with at least 6 kg, according to ADR 8.1.4.1)
  - 13) Channel dip cover (transportation of hazardous products with the following numbers: 3, 4.1, 4.3, 8, 9)
  - 14) First aid kit
  - 15) Eye rinsing liquid

## **4 Bulk goods**

### **4.1 Tanker/container truck equipment**

- Only single-chamber tankers are generally accepted for loading and unloading bulk goods. In the case of combined consignments or in exceptional situations, multi-compartment tankers can also be used after prior arrangement. The use of multi-compartment tankers requires written confirmation from the Brenntag transport planning department or material disposition.
- When using containers, only use chassis that are flush with the rear of the container. In each case a safe access, operation and sampling at the floor spout must be ensured.
- Tankers or tank containers must have clearly specified and labelled earthing points.
- The exact capacity in litres must be indicated on the outside of the tank.
- The exact tare weight and the maximum permitted gross weight in kg must be indicated on the outside of the tank.
- A handrail and walkway are mandatory (the tanker/tank container must be able to be crossed via the walkway. The walkway must be made of gratings, chequer plates are not permitted). The handrail must cover the entire length of the tank (DGUV Regulation 70).
- If there is a specific mandatory delivery temperature specification, the tank / tank container should have a functioning temperature display (usually in place with isolated tanks / tank containers). This is mandatory for temperature controlled deliveries.

#### **Equipment for tanks with several compartments (only if agreed in advance or specially requested - see above):**

- Compartment numbers and exact capacity (in litres) must be indicated on the outside of the equipment.
- Outlets should be numbered in accordance with the compartment numbers (compartment numbering should start at the front).

#### **4.1.1 Connections for loading/ unloading**

##### **When loading from above (standard case):**

- Through the manhole or filling port along with a vapor recovery and an overflow protection
- 2" VK connection is needed for loading of acids and bases

##### **When loading from below:**

- 2" VK Connection
- 3" VK Connection

##### **When unloading from below:**

- Outlet holder with dust cap
- Connection must always be equipped with bottom and outlet valve (depending on the distance between the bottom of the tank and the outlet valve (ADR 6.7.2.6.33).
- Vehicles must be equipped with at least VK 50 and 80 as well as MK 50 and 80 couplings.



### **4.1.2 Manhole**

The manhole seals must be made of PTFE or a comparable material.

The manholes must be located above the center of the tank and above the highest possible liquid level of the corresponding chamber.

The diameter of the manhole must be at least 500 mm.

Manhole seals containing silicone are not accepted in the solvent area.

All stop bolts or similar fastenings must be in good condition.

The edges of the manholes must be clean and undamaged.

It must be possible to open the manhole covers by 180°.

The closure of the cover must not be blocked by an obstacle.

The diameter of the cleaning hole must be at least 300 mm.

### **4.1.3 Hoses**

They must be at least 6 m long and fitted with dust caps.

Hoses must always be transported in a container. It must be possible to check the hoses.

Conductive hoses must always be used when transferring solvents into or out of storage tanks.

The hoses, and the connectors that are constantly attached to the hoses, must undergo annual pressure testing and, if necessary, conductivity testing.

The freight forwarder must make the test results available on request or the hose must be stamped/marked appropriately.

The cleaning certificate must confirm that both the tanker truck and the hoses have been cleaned.

## 4.2 Loading and unloading

### 4.2.1 General

During the loading/unloading process, the vehicle engine must be switched off (except for trucks using their own compressed air for unloading), the handbrake applied, and the vehicle secured by placing wheel chocks (at least one chock respectively two chocks for three-axle or multi-axle vehicles). The chocks must be provided by the forwarder.

The vehicle must be grounded (equipotential bonding) under all circumstances when loading/unloading solvent.

The vehicle must also be grounded (monitored equipotential bonding connected) before taking any samples. Sampling may be carried out at the earliest 10 minutes after the vehicle has been switched off and the monitored equipotential bonding has been installed (build-up of static electricity - tires).

PPE (refer to section III) must always be worn during loading/unloading and when taking samples. For certain substances (toxic, gaseous, hazardous), suitable respiratory protection is also required if a hazard cannot be prevented by suitable other measures, such as an extraction system.

To avoid environmental contamination, the equipment for air pollution control (extraction, vapour recovery, etc.) and the equipment for preventing soil contamination must be used properly. Vehicles that become contaminated during loading/unloading may only leave the company Premises after the product residues have been removed.

Loading/unloading may only take place under the supervision and at the instruction of a member of the Brenntag staff and clearance must be given beforehand.

It may only be loaded/unloaded after approval under the supervision and instruction of a Brenntag employee.

Product-leakages during loading/unloading have to be reported to a Brenntag employee immediately.

The drivers must always exercise care when closing shut-off devices and dome covers etc. on the vehicle.

### 4.2.2 Unloading

When substances are **transferred into a tank**, the driver must remain with the vehicle to supervise the unloading process. It must be ensured that the driver can immediately stop the unloading process in emergencies at any time.

When substances are **transferred into containers**, the instructions given by Brenntag personnel must be followed.

The freight forwarder's hoses are to be used unless otherwise instructed by Brenntag.

### 4.2.3 Loading

An EFTCO European Cleaning Document must be presented before filling the tank.

If it has been agreed that a vehicle is to be reloaded without prior cleaning, documentation of the previous load must be presented along with the ECD from the last cleaning operation. This ensures that no impurities have entered the tank.

For quality reasons, preloads with surface-active substances such as surfactants, silicones, fluorinated compounds, greases and oils are not accepted. Such pre-products are also not permitted if the tank has been cleaned before loading with Brenntag products.

#### **4.2.4 Sampling**

Sampling may only be carried out as instructed by Brenntag in designated areas on the company Premises.

For safety reasons, sampling must be carried out via the bottom valve whenever possible.

If sampling via the dome cover is necessary in exceptional cases, the required safety equipment (fall protection) must be worn.

In the case of highly flammable products, sampling may only be carried out in explosion-protected areas.

#### **4.3 Special requirements for the transport of specific goods (food, feed and pharmaceutical products)**

In addition to the points listed, special requirements for the transport of specific goods must be considered:

- Special agreements are concluded with the carriers for the transport of pharmaceutical products.
- For the transport of life science products, the "Transport Requirements Life Science" of the Brenntag Group must be observed. These are available on request.

## **5 Addresses, contact information and goods acceptance/issuing hours**

Third Parties must report to the gate in person to request collection or delivery of a consignment at least 1 hour before the end of the respective goods acceptance/issuing hours.

### **5.1 Brenntag facilities**

#### **5.1.1 Duisburg**

Brenntag GmbH  
Am Röhrenwerk 46  
47259 Duisburg

Tel. No./Gate: +49 (0) 203 – 7582-6015  
E-Mail: [Materialdispo\\_WE-DE03@brenntag.de](mailto:Materialdispo_WE-DE03@brenntag.de)

Goods acceptance/issuing hours:  
MON – THU 07.00 – 16.00  
FRI 07.00 – 14.00  
(deviating individual time slots must be adhered to)

#### **5.1.2 Frankfurt am Main**

Brenntag GmbH  
Carl-Benz-Straße 8 / 9  
60314 Frankfurt am Main

Tel. No./Gate: +49 (0) 69 – 401004-21 (-47/-41)  
E-Mail: [Materialdispo\\_WE-DE04@brenntag.de](mailto:Materialdispo_WE-DE04@brenntag.de)

Goods acceptance/issuing hours:  
MON – FRI 06.00 – 12.00  
(deviating individual time slots must be adhered to)

#### **5.1.3 Glauchau**

Brenntag GmbH  
Boschstraße 3  
08371 Glauchau

Tel. No./Gate: +49 (0) 3763 – 794 (-2254/-2312)  
E-Mail: [Materialdispo\\_WE-DE08@brenntag.de](mailto:Materialdispo_WE-DE08@brenntag.de)

Goods acceptance/issuing hours:  
MON-FRI by arrangement

#### **5.1.4 Hamburg**

Brenntag GmbH  
Hannoversche Straße 40  
21079 Hamburg

Delivery:

Tel. No./Gate: +49 (0) 40 – 735061-601 (-602)

E-Mail: [Materialdispo\\_WE-DE15@brenntag.de](mailto:Materialdispo_WE-DE15@brenntag.de)

Collection:

Tel. No./Gate: +49 (0) 40 – 735061 – 701

E-Mail: [admin.de15@brenntag.de](mailto:admin.de15@brenntag.de)

Goods acceptance/issuing hours:

MON – THU 06.00 – 12.00 (Delivery)

FRI 06.00 – 12.00 (Delivery)

MON – THU 07.00 – 12.00 (Loading)

FRI 08.00 – 12.00 (Loading)

(deviating individual time slots must be adhered to)

#### **5.1.5 Heilbronn**

Brenntag GmbH  
Dieselstraße 5  
74076 Heilbronn

Tel. No./Gate: +49 (0) 7131 – 775-63 (-63/-68/-57)

E-Mail: [Materialdispo\\_WE-DE07@brenntag.de](mailto:Materialdispo_WE-DE07@brenntag.de)

Goods acceptance/issuing hours:

MON – FRI 06.00 – 12.00

(deviating individual time slots must be adhered to)

#### **5.1.6 Kaiserslautern**

Brenntag GmbH  
Merkurstraße 47  
67663 Kaiserslautern

Tel. No./Gate: +49 (0) 631 – 53562-19

E-Mail: [Materialdispo\\_WE-DE05@brenntag.de](mailto:Materialdispo_WE-DE05@brenntag.de)

Goods acceptance/issuing hours:

MON – FRI 06.00 – 12.00

(deviating individual time slots must be adhered to)

#### **5.1.7 Lohfelden**

Brenntag GmbH  
Am Fieseler Werk 9  
34253 Lohfelden

Tel. No./Gate: +49 (0) 561 – 95107-40 (-44, -64)  
E-Mail: [Materialdispo\\_WE-DE09@brenntag.de](mailto:Materialdispo_WE-DE09@brenntag.de)

Goods acceptance/issuing hours:  
MON – THU 06.30 – 14.00  
FRI 06.30 – 12.00  
(deviating individual time slots must be adhered to)

### **5.1.8 München**

Brenntag GmbH  
Rupert-Bodner-Str. 20  
81245 München

Tel. No./Gate: +49 (0) 89 – 86481 (-326 / -213)  
Tel. No./ Material Dispo.: +49 (0) 89 – 86481 - 338  
E-Mail: [Materialdispo\\_WE-DE13\\_17@brenntag.de](mailto:Materialdispo_WE-DE13_17@brenntag.de)

Goods acceptance/issuing hours:  
(Deviating times possible if agreed in good time)  
MON – THU 07.00 – 12.00  
12.30 – 14.30  
FRI by arrangement  
(deviating individual time slots must be adhered to)

### **5.1.9 Plochingen**

Brenntag GmbH  
Am Nordseekai 22  
73207 Plochingen

Tel. No./Gate: +49 (0) 7153 – 7015-39 (-53/-42)  
E-Mail: [Materialdispo\\_WE-DE06@brenntag.de](mailto:Materialdispo_WE-DE06@brenntag.de)

Goods acceptance/issuing hours:  
MON – FRI 06.00 – 13.00 (Delivery)  
MON – FRI 08.00 – 14.00 (Loading)  
(deviating individual time slots must be adhered to)

### **5.1.10 Ulm**

Brenntag GmbH  
Nicolaus-Otto-Str. 40  
89079 Ulm

Tel. No./Gate: +49 (0) 731 – 94600 (-45/-49)  
E-Mail: [dispo.de13@brenntag.de](mailto:dispo.de13@brenntag.de)

Goods acceptance/issuing hours:  
MON – THU 07.00 – 13.00  
FRI 07.00 – 11.00  
(deviating individual time slots must be adhered to)