



Guidance on how to use the Site (Un)loading Information Document

SULID

1 Background & purpose

Although safety at (un)loading stations of chemical installations has significantly improved over the last years there is still a lot of room for further improvement, in particular at customer premises. Absence of adequate equipment, procedures and training may put drivers and operators at risk and may lead to serious accidents.

In addition truck drivers need to have quite a wide knowledge of the technical and safety aspects at the different (un)loading sites and this information is not always properly communicated.

Therefore a uniform site (un)loading document (SULID) has been developed by a joint Cefic-ECTA-FETSA-FECC Working Group in order to facilitate the exchange of technical and safety data between (un)loading sites and carriers/drivers in a more structured and harmonised way.

A SULID has been developed for three different types of (un)loading sites depending on the nature of the products to be handled:

- Bulk liquids
- Bulk solids
- Packed goods

It should be emphasized however that companies are free to use alternative ways to inform their customers, suppliers and Logistic Service Providers.

2 How to use the SULID (see also attached flow sheets)

A blank document is available on the Cefic and ECTA websites as a writable PDF document supplemented with this guidance.

Every company/shipper who wants to make use of the document should download it and send it to the operating sites where the products are being loaded and unloaded. This can be:

- their own site(s): see chapter 2.1., or
- sites operated by other companies (customer, (tank) terminal, warehouse): see chapter 2.2.



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2.1. (Un)loading site operated by a chemical company/shipper on its own site

Step 1: The shipper downloads the document from the Cefic or ECTA website.

Step 2: The shipper then sends it to its operating department.

Step 3: The operator of the (un)loading point completes the document with all the necessary data. Chapters A, B, C and D include general information applicable for a whole site, that is not specific for any individual (un)loading point. The information to be provided under Chapters E and F is specific for every individual (un)loading point and can even be further specified per product or product group to be handled at this (un)loading point.

Step 4: The operating department sends the filled-in document back to the logistics department of the shipper.

Step 5: The shipper can also post the filled-in document on its website. This applies also to any revision or amendments of the document.

Step 6: The shipper notifies the selected Logistic Service Providers about the availability of the SULID document, possibly on its website.

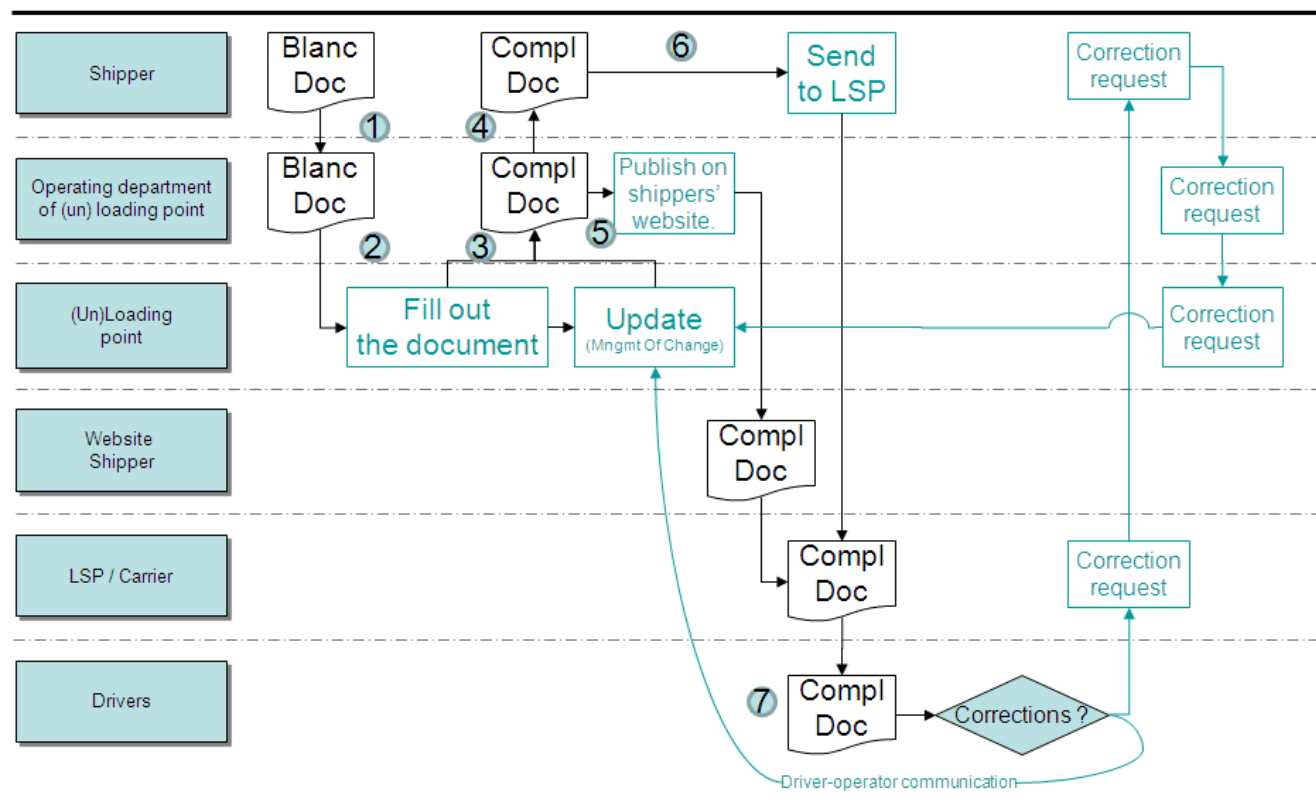
Step 7: The Logistics Service Providers use the SULID document to inform their drivers about the safety and operating aspects of an (un)loading point. Drivers should be encouraged to inform their management if certain information is outdated or wrong. The Logistic Service Provider should have a procedure to formally inform the (un)loading point.

Note: To ensure that the filled in SULID can be found in any search engine (internet web-browser) the users should TAG the webpage with keywords (i.e. SULID).

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Flowchart for the use of the SULID in case of on-site (un)loading

How to use SULID



Shipper = chemical company

Operating department of (un)loading point = department of the shipper that is operating the (un)loading point



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2.2. (Un)loading site operated by second party (off-site)

Step 1: The shipper downloads the document from the Cefic or ECTA website.

Step 2: The shipper then sends it to the operating company of the (un)loading point.

Step 3: The operator of the (un)loading point completes the document with all the necessary data. Chapters A, B, C and D include general information applicable for a whole site, that is not specific for any individual (un)loading point. The information to be provided under Chapters E and F is specific for every individual (un)loading point and can even be further specified per product or product group to be handled at this (un)loading point.

Step 4: The operating company sends the filled-in document back to the shipper.

Step 5: The operating company can also post the filled-in document on its website. This applies also to any revision or amendments of the document.

Step 6: The shipper notifies the selected Logistic Service Providers about the availability of the SULID document, possibly on the website of the operating company.

Step 7: The Logistics Service Providers use the SULID document to inform their drivers about the safety and operating aspects of an (un)loading point. Drivers should be encouraged to inform their management if certain information is outdated or wrong. The Logistic Service Provider should have a procedure to formally inform the (un)loading point.

Note: To ensure that the filled in SULID can be found in any search engine (internet web-browser) the users should TAG the webpage with keywords (i.e. SULID).

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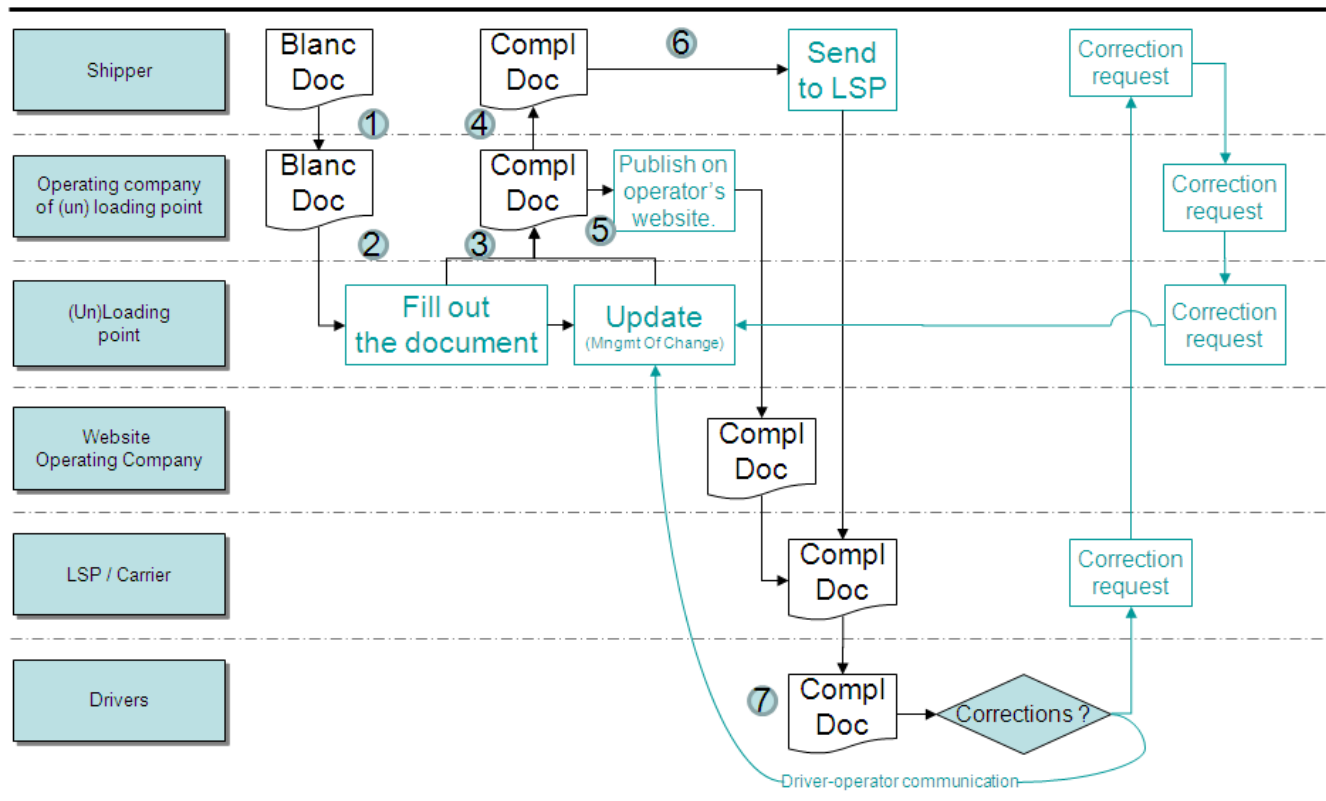
DISCLAIMER

This document is intended for information only. The operating companies of loading and unloading sites are free to make use of the SULID document. The information contained in this document is provided in good faith and, while it is accurate as far as the authors are aware, no representations or warranties are made about its completeness. It is not intended to be a comprehensive guide to all detailed aspects of loading and unloading operations at sites. No responsibility will be assumed by Cefic or ECTA in relation to the information contained in this document.

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Flowchart for the use of the SULID in case of off-site (un)loading

How to use SULID



Unloading

Shipper = chemical company (supplier)

Operating company of unloading point = customer, intermediate storage facility or distributor.

Loading

Shipper = chemical company (receiver) (ex-works purchasing).

Operating company = supplier or intermediate storage facility.