



Shell Chemicals

Moerdijk Site Requirements

www.shell.com/chemicals/transport

Version 35

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1. Name of Installation: Moerdijk

See also [General](#) Requirements

2. Physical address of location

Shell Nederland Chemie BV
("Shell") Vestiging Moerdijk -
Department, MVEO-V
Chemieweg 25,
4782 SJ Moerdijk, Harbor
number 450,
The Netherlands

3. Opening Hours Loading Gantry

Bulk road tank Lorries are admitted on Monday to Friday between 06.00hrs and 22.00hrs. Driver needs to report with full order details including order number, product name, quantity and destination.

Product	Location.
Ethylene oxide.	W-951, Weighbridge 11.
Propylene oxide.	W-951, Weighbridge 11.
Propylene.	W-951, Weighbridge 11.
Styrene	W-955, W-956, Weighbridge 7/8.
Di-Cyclo Pentadiene.	W-955, Weighbridge 7.
Veova-10	W-955, W-956, Weighbridge 7/8.
M.E.G. F.G.	W-955, W-956, Weighbridge 7/8.
M.E.G. S.	W-955, Weighbridge 7.
D.E.G.	W-956, Weighbridge 8.
T.E.G.	W-956, Weighbridge 8.

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3.1. Booking process and loading appointments.

To load product at Shell Moerdijk, an appointment needs to be made via Transporeon with exception of TEG Bottoms, MEG bleed, VEOVA light & heavy ends the discharge appointments. All bookings for a loading appointment needs to be made 24 hours in advance.

On the day of loading, the carrier is required to report at the MVEO gantry (on site) 30 minutes before the agreed loading slot. In order to meet this requirement, the carrier can report at Shell Moerdijk Security between 60 and 120 min prior the agreed loading slot. If the carriers arrives less than 30 minutes before the loading appointment, rebooking is required. This decision will be made by operations Shell Moerdijk.

To avoid congestion in the logistics area, entry will not be granted more than 120 min prior to the agreed loading slot.

When safety requirements at Shell Moerdijk are not met, rejection will be reported via a violation letter. In this case the a new appointment needs to be made via the standard working procedures (NOTE as loading appointments via Transporeon are made 24h in advance, rejected trucks will not be loaded on the same day as the rejection)

Transporeon information and support:

Review <https://www.transporeon.com/nl/contact/>

FCA customers will receive an email with a link for slot booking.

For questions about the use of TRANSPOREON, you can directly contact the Transporeon Customer Services Team via email customerservices.west@transporeon.com or via telephone.

DE: +49 (0) 731 16906 200

UK: +44 (0) 203 6089096

NL/BE: +32 (0) 14 480754

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Loading demurrage

FCA

Loading windows and demurrage

Road carriers arranged by customers to collect products from the site should allow up to 5 hours from *Arrival to Departure*. If exceptional circumstances arise and, outside the control of the collecting carrier or customer and due to the fault of Shell, the period between Required to report at the designated location to Departure exceeds 5 hours, demurrage can be claimed from the 3rd hour onwards at a rate of €40/hour per truck. Any claim will be validated with actual TMS data. In case of deviation Carrier must submit documentary evidence on our request.

The maximum demurrage claim that will be considered is 5 hours. Demurrage claims will only be considered if the collecting vehicle is available for loading at the agreed date and time. Shell shall not be liable for any other demurrage costs.

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CPT

Loading windows and demurrage

Road carriers arranged by Shell to collect products from the site should allow up to 5 hours from *Arrival to Departure*. If exceptional circumstances arise and, outside the control of the collecting carrier or customer and due to the fault of Shell, the period between Required to report at the designated location to Departure exceeds 5 hours, demurrage can be claimed from the 3rd hour onwards at a rate of €40/hour per truck. Any claim will be validated with actual TMS data. In case of deviation Carrier must submit documentary evidence on our request. Road carriers should claim these costs via the regular way (TMS).

The maximum demurrage claim that will be considered is 5 hours. Demurrage claims will only be considered if the collecting vehicle is available for loading at the agreed date and time. Shell shall not be liable for any other demurrage costs.

Definitions

Arrival: Required to report at the designated location

Departure: The recorded time in TMS (Transporeon field "Dispatched")

4 Communication

All drivers will have to successfully perform a safety test before they can enter the site.

For HSSE reasons, each driver collecting or bringing product should be able to communicate in (at least basic level of) at least one of the following languages:

- Dutch
- English
- French
- German

Drivers who are not able to communicate in one of the above-mentioned languages will not be granted access to the site.

Safety test mandatory.

In case of issues with orders or equipment the customer or carrier must have contact with CSS in Krakow.

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5. Life Saving Rules

Shell's Life-Saving Rules set out clear and simple "do's and don'ts" covering activities with the highest potential safety risk. They are not new. Most people comply with them every day – but there are still breaches taking place. The Life-Saving Rules help to make sure that rules are followed, and people are protected.

Compliance with the Life Saving Rules is mandatory, and the Life Saving Rules are applicable to all operations under Shell's operational and / or governance control. Each reported non-compliance will be investigated. And failure to comply will result in disciplinary action, up to and including termination of employment for Shell employees, or for employees of contractors or sub-contractors, removal from the site and disqualification from future Shell work. Supervisors are held accountable to communicate and ensure compliance.

<https://youtu.be/AIVSNq5jwUI>

If you choose to break the rules, you choose not to work for Shell.

The 9 Life-Saving Rules are:

- Obtain authorisation before overriding or disabling safety critical equipment
- Drive safe and follow the traffic rules
- Checking combustible substances and ignition sources
- Keep yourself and others out the Line of fire
- Plan hoisting and lifting and carefully turn off the environment
- Work with a valid work permit when required
- Verify isolation before work begins and use the specified life protecting equipment
- Obtain authorisation before entering a confined space
- Protect yourself against a fall when working at height

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Bypassing Safety Controls Obtain authorisation before overriding or disabling safety controls  • I understand and use safety-critical equipment and procedures which apply to my task • I obtain authorisation before: – disabling or overriding safety equipment – deviating from procedures – crossing a barrier	Confined Space Obtain authorisation before entering a confined space  • I confirm energy sources are isolated • I confirm the atmosphere has been tested and is monitored • I check and use my breathing apparatus when required • I confirm there is an attendant standing by • I confirm a rescue plan is in place • I obtain authorisation to enter	Driving Follow safe driving rules  • I always wear a seatbelt • I do not exceed the speed limit, and reduce my speed for road conditions • I do not use phones or operate devices while driving • I am fit, rested and fully alert while driving • I follow journey management requirements
Energy Isolation Verify isolation and zero energy before work begins  • I have identified all energy sources • I confirm that hazardous energy sources have been isolated, locked, and tagged • I have checked there is zero energy and tested for residual or stored energy	Hot Work Control flammables and ignition sources  • I identify and control ignition sources • Before starting any hot work: – I confirm flammable material has been removed or isolated – I obtain authorisation • Before starting hot work in a hazardous area I confirm: – a gas test has been completed – gas will be monitored continually	Line of Fire Keep yourself and others out of the line of fire  • I position myself to avoid: – moving objects – vehicles – pressure releases – dropped objects • I establish and obey barriers and exclusion zones • I take action to secure loose objects and report potential dropped objects
Safe Mechanical Lifting Plan lifting operations and control the area  • I confirm that the equipment and load have been inspected and are fit for purpose • I only operate equipment that I am qualified to use • I establish and obey barriers and exclusion zones • I never walk under a suspended load	Work Authorisation Work with a valid permit when required  • I have confirmed if a permit is required • I am authorised to perform the work • I understand the permit • I have confirmed that hazards are controlled and it is safe to start • I stop and reassess if conditions change	Working at Height Protect yourself against a fall when working at height  • I inspect my fall protection equipment before use • I secure tools and work materials to prevent dropped objects • I tie off 100% to approved anchor points while outside a protected area

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6. Special requirements of this location

PROHIBITED

1. Smoking and naked flames, use of alcohol and drugs.
2. Consuming food and drink in the workplace.
3. Theft and misappropriation.
4. Photography and filming.
5. Using personally owned electrical equipment, e.g laptop, e-reader etc
6. Operating Shell equipment without authorization.
7. Switching electrical systems on or off without authorization
8. Using mobile phones (GSM) and other mobile devices in loading zone or while driving on Shell premises.
9. Entering tank trailers (closed areas) and containers without permission of Shell.
10. Parking road tank cars at the parking lot south of Gate #1.
11. Entering top of road barrels or tank containers, even on parking places, without permission Shell (Including parking lots outside of gate 1 /gate 2)
12. It is not allowed to relieve pressure of equipment on Moerdijk at the loading gantry.

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OBLIGATIONS ON SITE

- 1) Observe the traffic regulations; respect additional/different rules. Use car headlights day and night, max speed on the premises 30 km/hr.
- 2) Show your identity papers when requested to do so.
- 3) Request permission to gain access to plant and installations.
- 4) Wear the appropriate industrial clothing and necessary means of personal protection.

The following items are required in the loading and unloading area's;

- a helmet;
- High Ankle Safety-shoes;



- Safety goggles with side shields (that fits tightly to the face)
 - Fire-retardant clothing (NEN-EN 11612) and anti-static clothing (NEN-EN 1149-5) and high visibility (NEN-EN 471)
 - Depending on the type of operations, Safety gloves with protection against mechanical risks according to chapter 10.3 CEFIC guidelines "Best Practice Guidelines of Safe (un) loading of road Freight Vehicles.
 - Depending on the type of operations, Safety gloves with protection against chemical risks according to chapter 10.3 CEFIC guidelines "Best Practice Guidelines of Safe (un) loading of road Freight Vehicles.
- 5) Keep the grounds clean and accessible.
 - 6) Protect confidential information.
 - 7) Report any incidents and dangerous situations.
 - 8) Install catwalks on the containers and use these for trucks and containers without fall protection.
 - 9) Always use Shell-loading /unloading facilities to access the top of the tank container or locally installed /provided fall protection; only with permission of Shell- operations.

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- 10) Operate only in accordance with ADR regulations and with local plant regulations if applicable. Keep doors and windows of truck closed while loading; main switch (when available on truck) must always be switched OFF.
- 11) No repairs may be made to the vehicle, trailer or container. This is only possible in very special circumstances and only after authorization has been obtained in writing.
- 12) During loading of the equipment, the driver has to stay at the loading bridge and will further follow all instructions from loading personnel.
- 13) When using the safety harness, one person must be located on the tank /container and one person supervising its use from the loading bridge near the tank / container in case of an emergency. During loading of the equipment, the driver has to stay at the loading bridge.
- 14) Follow all the instructions of the plant/loading personnel.
- 15) Use of car headlights at all times (including day time).
- 16) Turn off the main switch on the loading-bridge.
- 17) Turn off mobile phone (GSM) and other devices before entering the loading bridges and keep them always in the truck.

Failure to abide by these rules will culminate in disciplinary measures, in conformity with the Consequence Management. SNC / SNR BBS-1 procedure 00.03.1012

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7. Process Description

General

All vehicles must follow the signs: "Parking". The parking area is situated in front of the entrance of Moerdijk gate no 1. There are parking spaces available. Consequently, the driver needs to report to the gate office with order details including order number (and item number), product name, quantity and destination.

When order details are correct, driver is allowed to enter the site and to drive to MVEO-V.

Driver needs to report at traffic office located in control room MVEO-V.

- Order details including order number (and item number), product name, quantity and destination.
- A valid identification document must be handed over on arrival when presenting at the gate. A valid identification document is an ID card, passport, or driver licence. Without a valid identification document access to the site will be refused.
- For loading: vehicle documents including registration card of truck and tank, ADR certificates, etc.
- For discharge orders the discharge location/plant, product name and order number with item number are required.
- Before entering of the site. Bottom valves must be closed, and dust caps fitted. Before loading the driver will check that identification marks and labels are applied.
- All ADR drivers must have their "Instructions in writing" available according to ADR 5.4.3.
- All gaskets must be in perfect condition before entering the site.
- All twist locks must be used and properly secured.

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8. Equipment requirements

Equipment condition

- Tank code must be visible on container or tank ID-plate.
- Tank code for trailers and road barrels must be verified via equipment documents.
- The carrier takes full responsibility for the information on the waiver and any form of contamination.
- Multi compartment transport equipment with a centralized unloading point for all compartments if only one product is loaded.
- Multi compartment transport equipment having a discharge line for each compartment and no collector between these lines is fitted.
- Bottom valve must be easily accessible. If necessary, container chassis must be equipped with a low entry.
- On and around the container, everything must be easily and safely accessible in all weather conditions to carry out the work of the filler. The container must be equipped with a full walkway on top.
- Tank/container shall be provided with an earth fitting, clearly marked with the symbol



Compartment size for ADR and NON-ADR products

The order quantity (**for both ADR and NON-ADR products**) should fit in a road barrel or container conforming to the following Shell requirements:

- Compartments larger than 7500 litres should be loaded either less than 20% or more than 80% of the max. capacity. (for both ADR and NON-ADR products)
- Compartments larger than 7500 litres, which must load orders with a volume between 20% and 80% of the max. capacity should have baffle plates dividing the compartment in areas of max. 7500 litres. (for both ADR and NON-ADR products)

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- For loading of the following products, a one compartment road barrel or container is required:
Products of ADR class 2, Propylene Oxide and DCPD.

The driver will be rejected if the offered equipment cannot be loaded in conformance with the above requirements.

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Cleaning Document/Vacuum Test

When previous cargo is not exactly the same as the product to be loaded, equipment must be cleaned!

Depending on product and previous cargo it is required that vehicles collecting bulk liquids are accompanied by a recognised cleaning document (ECD), **6 weeks valid** (EFTCO for C-terms).

EFTCO: <https://www.eftco.org/downloads>

In addition, containers require a statement that a vacuum test (**two weeks valid**) has been carried out successfully after last cleaning and valves must be kept closed after test.

Documents must be handed over to the Traffic Officer.

If previous cargo is the same as order that needs to be loaded, a waiver will be required. The following information should be reflected on the waiver:

- previous product.
- order number.
- to be signed by the haulier.

Installation personnel can always decide to reject the waiver. No claims for lost time or any other associated costs will be accepted, when a waiver for “no cleaning” is used by the haulier.

Except for EO, PO and TDI this waiver is max 6 weeks after previous load.

Temperature

The temperature of the compartments is **not allowed to exceed 30°C**. In case the temperature is higher, loading will not commence until the temperature has dropped. Please check tank temperature after cleaning procedure.

Sealing

Every man-lid, product valve and vapour-return valve from each container loaded at Shell Moerdijk with Shell product will be sealed. This seal will be fitted by truck driver after loading at the gantry. Seal numbers will be marked on a seal list by operations.

In case sealing is **not** possible, containers will be rejected.

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Pressure for EO & PO

Arrival-pressure for EO must not exceed 3 barg and for PO 1 barg.

9. Requirements for D.C.P.D. Road Car Loadings.

- D.C.P.D. is loaded via a fully closed loading system. Vapors are sent to a vapor treating system.
- D.C.P.D. is loaded via the bottom in an “one compartment” container.
- The installations vapor return hose will be connected via an interface connection on top of the container, for this purpose the vapor connection of the container must be positioned as far as possible in front of the container facing towards the truck. In addition, the container must be equipped with a valve on the top the tank.
- The interface connections are provided by the site. They are equipped on one side with the following connections to connect the container;
 - 2" “Dairy coupling” female.
 - 2" B.S.P. threaded connection, female.
 - 1" B.S.P. threaded connection, female.
 - ¾" claw coupling.
 - 1" tank car coupler, type MK coupler, female.

- Note;

The container vapor line or purge line, if installed, is not used to avoid the line from clogging as D.C.P.D. vapors can solidify in this line and due to the design of our installation. This being the reason as to why the valve should be on top of the tank.

10. Requirements for Road Car loading VEHA and VEOVA9 at MEOD

- VEHA and VEOVA9 Road Cars must be equipped with manholes NOT positioned on the back side of the compartment.
- The used container needs to be single compartment.
- On and around the container, everything must be easily and safely accessible in all weather conditions to carry out the work of the filler. The container must be equipped with a full walkway on top.

- Note;

Driver needs to keep the container as straight as possible during loading.

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11. Loading Rail Tank Cars

(RTC's) General requirements

- The RTC construction (tanks and fittings) should be suitable for transport of product according to the RID rules.
- All in/outlets should be constructed as such that these can be sealed at all times. Connections (load – discharge line plus dome cover) should be in the centre of the RTC. For Moerdijk liquid RTC's with dome cover should be used because of top loading. Preference for all RTC's: equipped with hydraulic operated bottom valve.

Gaskets

The gaskets should be resistant for the carried products and mechanical suitable (fit for purpose) for the flange. It is not allowed to use PTFE (Teflon) for the following positions:

- Static flange connection

PTFE may be used:

- Dome cover (outside PTFE, Viton core)
- As lining for ball and gate valves
- For bottom valve seats
- For side valve seats/spindles

It is not allowed to install gaskets with lubricants or grease

Additional requirements for Styrene RTC's

- Material of tank should be uncoated Carbon Steel
- Each Styrene RTC should be cleaned (de-polymerization) every 6 months. This includes the vapour return system. Dome cover - and bottom valve gasket should be changed.
- Gasket of dome cover specification should be Viton with Teflon core
- Gasket of bottom valve specification should be Viton
- Dedicated to styrene RTC's are preferred.

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12. Issue of documents

The following documents will be issued when loading at Moerdijk.

Document type	F-terms	C-terms
CMR (road transport document)	No	Yes
Delivery note + quantity certificate	Yes	No
Dangerous Goods Declaration	No	Yes
Certificate of Analysis	Yes	Yes
Weigh ticket	Yes	Yes
Export document	Yes	Yes
AAD (Excise accompany document)	Yes	Yes
Proper shipping name sticker (PSN)	Yes*	Yes

* PSN sticker will be provided when transport will go by sea according to order information

13. Contact details

For first contact your counterparty within Shell CSS than contact operations:
general enquiries about SNC Moerdijk operations please contact: +31 168 355328
(MRR)



Shell Chemicals Europe BV
PO Box 2334
3000 CH Rotterdam
The Netherlands
Tel: +31 10 441 5000
Internet <http://www.shell.com/chemicals>

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