

# **Shell Chemicals**

Pernis Site Requirements

www.shell.com/chemicals/transport

Shell Pernis Refinery

Version 60

October 2022



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# 1. Name of Installation: PERNIS

See also **General** Requirements

# 2. Physical address of location

ROAD

Shell Nederland Raffinaderij B.V.

CVP (Traffic Office)

Vondelingenweg 601, Portnumber (3222)

3196 KK Rotterdam-Pernis,

The Netherlands

Tel: +31 10 431 4159

Shell Nederland Raffinaderij B.V.

Loading gantry HCS

Vondelingenweg 589, Portnumber (3247)

3196 KK Rotterdam-Pernis

The Netherlands

Tel: +31 10 431 4159

## LSC3247 Drop & Swap (located at Shell Pernis)

## Vondelingenweg 589

### 3196 KK Rotterdam

The Netherlands

Tel: +31 88 162 0252

E-Mail: LSC3014@denhartogh.com

For loading D&N and Sannest and Phoenix loading area

RAII

Shell Nederland Raffinaderij B.V.

Gate 7, Petroleumweg, Portnumber (3220)

3196 KK Rotterdam-Pernis,

The Netherlands

Security to open the gate Tel: +31 10 431 8000

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### ROAD

# 3. Booking process and opening hours

Driver needs to report for every load with full order details including order number, product name, quantity and destination at below location.

Products	Location
Hydrocarbon Solvents (HCS)	Loading gantry HCS
Polyolen & Chemical Solvents	LSC3014 (Drop & Swap)
Divestments & discharges & waste	Traffic Office Security

## Loading appointments - Slot Booking

Where required the Carrier needs to book a loading slot via TRANSPOREON.

Review <a href="https://www.transporeon.com/nl/contact/">https://www.transporeon.com/nl/contact/</a>

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 (<u>customerservices.west@transporeon.com</u>) or via telephone:

DE: +49 (0) 731 16906 200 UK: +44 (0) 203 6089096 NL/BE: +32 (0) 14 480754

In case of issues, please contact your contact at SCE or customer during working hours and as a backup the following phone numbers can be used to book a loading slot, at least one day before loading:

D-terrain loading gantry : +31-10-431 4159

N-terrain loading gantry: +31-10-431 4159

CVP loading gantry : +31-10-431 1803

HCS loading gantry: : +31-10-431 4159

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Carriers are required to book a loading slot within the operational loading hours of the loading gantry. On the day of loading, carriers are required to report at the designated location according to below schedule.

Location	Products
Loading gantry HCS	30 minutes before the agreed loading slot
LSC3014 (Drop & Swap)	240-60 minutes before the agreed loading slot
Traffic Office Security	30 minutes before the agreed loading slot

The operational loading hours are:

D-terrain loading gantry :06:00 till 22:00

N-terrain loading gantry :06:00 till 14:00

CVP loading gantry

o Sannest Gantry 1&2 :07:30 till 17:30

o Phoenix Gantry 1&2 :07:30 till 17:30

HCS loading gantry :06:00 till 22:00

■ LSC3014 :06:00 till 22:00

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## Discharging appointments (base materials)

For CVP Carrier needs to book a discharging slot via the

CVP loading gantry : +31-10-431 1803.

Admitted from 06.45 hours from Monday to Friday. Latest arrival time to ensure same day departure is 14.00 hours.

### Equipment specifications for D.E.A deliveries.

Transport equipment, Bulk containers or tank trailers, will only be accepted if,

- there are no dip-pipes installed.
- transport equipment is fully ground operated, liquid and vent line.
- the product is transported in a <u>one</u> compartment transport equipment only.

Container unloading on top, if allowed, a vacuum test is not possible

## Loading demurrage

### Loading windows and demurrage for FCA

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.

### Loading windows and demurrage for CPT

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.

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### 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 will be conducted and need to be passed before entering the SNR Pernis site.

For HSSE reasons, each driver collecting or bringing product should speak (at least basic level of) at least one of the following languages:

- Dutch
- English
- French
- German

Drivers who are not able to speak one of the above-mentioned languages will not be granted access to the SNR Pernis site.

Safety test is mandatory.

In case of issues customer of carrier please have contact with CSS in Krakow

# 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.

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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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# 6. Special requirements of this location:

### PROHIBITED ON SITE

- 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.
- 10.1t is not allowed to climb onto your road barrel or tank container.
- 11. It is not allowed to relieve pressure of equipment on Pernis at the loading gantry.

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### OBLIGATIONS ON SNR PERNIS 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.
- 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.

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- 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 daytime)
- 16) Minimum load quantity is 6MT.
- 17) Minimum compartment size is 75001
- 18) Turn off the main switch on the loading bridge.
- 19) 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 08.05.1013.

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# 7. Process Description

Process Step	HCS	LSC3014 (D&S)	Traffic Office		
Parking	On site at designated area	On site at designated area	The parking area is situated at the South side of the Vondelingenweg at Pernis.		
Registration requirements	A valid identification do driver licence. Without     For loading: vehicle do	ding order number (and item number), product name, quantity and destination.  on document must be handed over upon arrival. A valid identification document is an ID card, passport or hout a valid identification document access to the site will be refused.  e documents including registration card of truck and tank, ADR certificates, etc.  ers the discharge location/plant, product name and order number with item number are requirements			
Technical Requirements	marks and labels are a  - All ADR drivers must ha  - All gaskets must be in p	Site bottom valves must be tightly closed and dust caps tightly fitted! The driver will check that identification are applied.  The driver will check that identification are applied.			
	- ISO Container specific: After loading the driver will lock every valve with a seal wire, provided by Traffic Office. The driver will check that identification marks and labels are applied.	- The Equipment will be checked based on ADR, Site Requirements and local regulations upon arrival of the site. See Appendix A for the checklist	<ul> <li>If loading/discharging is possible immediately upon vehicle arrival, the driver will be issued with the loading / discharging instructions and may proceed to the loading station. The routing given by the Traffic Officer must be strictly followed.</li> <li>ISO Container specific: After loading the driver will lock every valve with a seal wire, provided by Traffic Office. The driver will check that identification marks and labels are applied.</li> <li>Before entering the Shell Pernis site the driver should seal the bottom valve with a red seal provided by Traffic Office.</li> </ul>		

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# Appendix Inspection Checklist

9	Kentekenplaat chass	sis			Aankomstdatum :
Administratieve gegevens	Trailer papieren in d	e kist van de oplegger		□ Ja □ Nee	
gegevens	Reinigingscertficaat,	/ Vuil van verklaring aan	wezig	□ Ja □ Nee	Aankomsttijd:
	Vacuümtest aanwez	ie		□ Ja □ Nee	
			100		Afwijking
	Verlichting				
80	Banden en spatbord				
2	- profieldiepte (>1,6	5 mm)/spatlappen			
Š	Temperatuur: - < 35 graden celsiu	s thermometer			
9	Twistlocks aangedra				
00	Aardpunt tank:	ala en vergrenaeia			
98	- Sticker aanwezig t	oij aardpunt			
Ultwendige controle voertuig	Info op stempelplaa - inhoud, container	t: nummer, gewichten, test	datum ok/leesbaar		0
701	Buitenzijde tank: - Geen schade isola				
	Alle afsluiters geslot	en, noodkoord?			
ner)	8odemkleppen en vi afsluitdop aangedra	ent,			
contai	In geval van oplegge monteren	i laten			
Contole van de tank (trailer of container)	Tank: - Drukloos, schoon, - Metaalverkleuring				
de tank	Pakkingen: - Schoon, onbescha				
9	Knevels aanwezig er	gangbaar			
ole	Dampretour geslote	n en voorzien van blind	doppen		
8	Onderlosleidingen z	itten vast en zijn niet be	schadigd		
-	Morsbak vrij van vo	orgaande producten?			
_	Indien hermetisch m	net breekplaat: manome	eter ok, zie handboek vo	or wetgeving.	
nts	Compartiment	1	2	3	4
men	Slingerschotten				
2000	7450003555	G. G.	Lucio de la companya	-	
_	nomen :	□ Ja □ Nee	Akkoord voor belad		eurd voor belading 🗆
erget	exenden hebben het bo	venstaande goed begrepe	n en naar waarheid ingev	blu	

Volgens BBS 04.2604 print 4: Keuren Transportmiddelen

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## HCS Loading Arm Dimensions

All loading arms at the HCS loading gantry should fit 100 percent into the manhole. Please note the following dimensions as well as the limitations which can be caused by man lid and/or spill tray. Below drawing illustrates dimensions in mm.

### N Loading Arm Dimensions

All loading arms at the N loading gantry should fit 100 percent into the manhole. Please note the following dimensions as well as the limitations which can be caused by man lid and/or spill tray. Below drawing illustrates dimensions in mm.

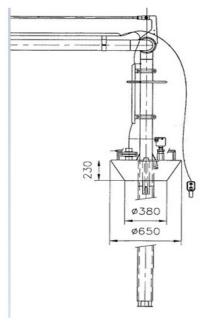


Figure 1 **HCS Loading** Arm Dimensions

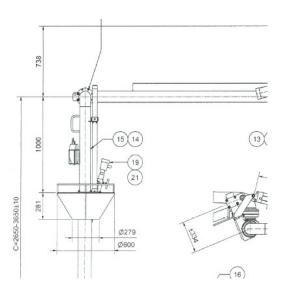


Figure 2 Narea Loading Arm Dimensions

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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
- Walking grid need to be available on trailer or container
- 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
- On and around the container, everything must be easily and safely accessible in all weather conditions in order to carry out the work of the filler. This can be done through walkways, anti slip etc.
- Due to the construction of the loading equipment for top filling, the manhole must be free of any permanently mounted obstacles e.g. dipstick holders.

# Compartment size for ADR and NON-ADR products

The order quantity (for both ADR and <u>NON-ADR</u> 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 have to 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)
- Be aware that bolts and nuts are properly tightened before loading

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 **original 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, 15 days 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 / LSC3014.

If previous cargo is the same as order that needs to be loaded, a waiver will be required. The validity of the waiver is 8 weeks after previous load. The following information should be reflected on the waiver:

- Previous Shell product loaded at Pernis
- Previous Shell order number
- License plate number / container number
- To be signed by the haulier
- The carrier / customer takes full responsibility for the information on the waiver and any form of contamination

## For loading Avgas STR the following information should be on the waiver:

- Previous product (should be Avgas)
- Load location
- Date last loading
- License plate number / container number

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- To be signed by the haulier
- The carrier / customer takes full responsibility for the information on the waiver and any form of contamination

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.

# Temperature

The temperature of the compartments for Chemical Solvents and Hydro Carbon Solvents is **not** allowed to exceed 40°C.

The temperature of the compartments for Polyols is not allowed to exceed 45°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 Pernis 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.

# 9. Special Requirements

IPA GMP\*

For loading IPA-GMP the driver has to report in via: Security at traffic office to take the driver safety test and get a keycard Entrance gate 14 for loading the N gantry. No reporting via LSC3014.

## Polyols

- ✓ For Polyol products one-compartment trucks or tank containers are required.
- ✓ Products loaded at the D and N loading gantry can no longer be combined with products from the CVP Sannest and Phoenix loading gantry.
- ✓ Combinations of CARADOL ED260-02 or ED260-30 with ET380-02 or ET380-30 are not

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possible.

### Products that will be loaded at the D-terrain are:

- Polyols
- IPA, IPA C+
- MPA, MPG
- Ethyl Proxitol
- Saraline 185V

# Products that will be loaded at the CVP Sannest and Phoenix loading gantry are:

- Caradol polymer polyols
- Caradol and Daltolac rigid foam polyols
- Caradol CASE polyols

### Pentane

ONLY ONE compartment per truck can be loaded with a Pentane (-blend) product. More compartments are **NOT** allowed for Normal Pentane, ISO pentane and Pentane blends.

As from 1<sup>st</sup> of May till 30<sup>th</sup> of September a cleaning document must be available for all Pentane loadings.

Some combination loads would require moving partly filled tanks/containers on the public road in order to collect the second parcel. These movements are considered high risk and so to provide an efficient, cost effective and safe supply chain certain product combinations will, regrettably, no longer be possible under Drop and Swap.

The following combinations are allowed:

Location	HCS	D Gantry	D Gantry	N Gantry	Sannest	Phoenix
		Chemical Solvents	Polyols			
HCS	2	Χ	Χ	Χ	Χ	X
D-Gantry	X	2	]	1	X	X

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Chemical Solvents						
D Gantry Polyols	X	1	2	X	X	X
N Gantry	Χ	Χ	Χ	2	Χ	Χ
Sannest	Χ	Χ	X	Χ	1	Χ
Phoenix	X	Χ	Χ	X	X	1

## Products that will be loaded at the HCS loading gantry are:

- Pentanes
- Hexanes
- Heptanes
- ShellSol grades
- SBP grades
- Shell GTL Solvents

### Products that will be loaded at the N-terrain are:

- MEK and IPA-GMP\*
- MEPROX and MEDIPROX
- Proxitol slobs and Meprox bottems
- Methanol

The following products are loaded by a closed system with TODO couplings, minimum workpressure of equipment must be >2,5 bar:

- Proxitol slobs and Meprox bottems
- IPA-GMP\*

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## 10. Issue of documents

The following documents will be issued when loading at SNR Pernis.

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

<sup>\*</sup> PSN sticker will be provided when transport will go by sea according to order info.

### RAIL

# 11. Loading Rail Tank Cars

# 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
- The RTC's must be presented under suitable loading condition
- Vapours of last cargo, or when not possible \*

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- o If loaded product is a liquit loaded by a vapour return system (closed loading) **under Nitrogen** (ECH, DDSF, HEDD, TCP) it most be pressure less and sticker with nitrogen label.
- o If loaded product is a liquid under breathable air (such as IPA, MIBK)
- Connections (load discharge line plus dome cover) should be in the center of the RTC.
- RTC new in hire or back from repair/revision, where the tank is under breathable air, must be flushes with nitrogen before they are transported to Shell and presented for loading! The owner of the RTC must arrange this and must inform Shell/Contractor about this.

Product	% O2	Dew point
DD / ECH / DDSF / TCP	< 2% (20.000ppm)	

- For Pernis, liquid RTC's with dome cover should be used because of top loading.
- At the sites of Shell Nederland Raffinaderij not only the RID requirements will be applicable for loading and/or discharge of RTC's, but also the following additional requirements:

## Sannest Styrene RTC's (additional to standard RTC's)

- ✓ Bottom discharge RTC should be equipped with 1 Stainless Steel 3 "Dry-break couplings
  (like TODO) without Selectivity and Pressure Tight Cap
- ✓ Next to dome cover, the top of the tank should be equipped with 2"Stainless Steel Drybreak coupling (like TODO)
- ✓ The O-rings of the Dry-break coupling (like TODO) should be replaced every 4 years and
  the couplings should be tested
  - o The O-rings of the Dry-break coupling should be inspected with each depolimerisation operation

### Sannest AN RTC's (additional to standard RTC's)

- ✓ Top discharge, stainless Steel Dry-break coupling (like TODO)
- ✓ Be aware of code TE22 cras buffer

### Disclaimer

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### Hexion RTC's

- ✓ TCP incl code TE22 crashbuffer, ECH, HEDD top loading, stainless steel dry break coupling (like TODO)
- ✓ DD soil top loading

### Solvents RTC's

✓ Open Top loading

### RAIL CAPACITY FOR LOADING/DISCHARGE, FLUSHING, STORAGE

### D-site

- ✓ Loading and or discharge of RTC between 22:00 05:00hrs or from 18:00 when the loadingbridge is free on working days
- ✓ 24hrs loading/discharge during the weekend
- ✓ Max. number of RTC's to be loaded per day 4 and during weekend 10 (on condition that this includes max. 2 DD-flash rtc's on workingdays)
- ✓ Shunting activities after office hours, between 18:00-06:00 on working days
- ✓ DBS arrival and departure of RTC's between 09:00-16:00 on working days Max storage capacity is 20 RTC's

### Dedicated RTC's needs to return back to Pernis sealed

## 12. Contact details

For general inquiries on SNR Pernis Chemicals products loading operations please contact: +31 (0)10 431 1670 (Shift Supervisor) including HCS and Rail

For general inquiries on SNR Pernis Refinery products loading operations marine please contact: +31 (0)10 431 1599 (Shift Supervisor)

For general inquiries on SNR Pernis Refinery products loading operations trucks and RTC's please contact:

+31 (0)10 431 3298 / +31 (6) 11583820 (Shift Supervisor).

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