



# Safety and Quality Guidelines for the unloading of bulk polymers

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(On behalf of the CEFIC/ECTA working group)



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# Safety and Quality Guidelines for the unloading of bulk polymers

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- Throughout our Industry there has been confusion or miss-representation over the responsibilities of Suppliers, Carriers, and Customers during the unloading of bulk polymers.
- This guidance document takes reference from :  
Previous CEFIC/ECTA guidance documents,  
Incoterms,  
Legal responsibilities  
and “Custom and Practice”  
to define the responsibilities throughout the Supply Chain
- It also offers practical guidance on the most critical Safety and Quality topics relating to the unloading of Bulk Polymers
- It was created for all parties in the supply chain to identify responsibilities and clarity relating to the unloading of bulk polymers.
- Includes reference to the new industry guidance on cleaning of bulk tanks
- It also introduces “Operation Clean Sweep” – Zero Pellet Loss to CEFIC guidance for the first time

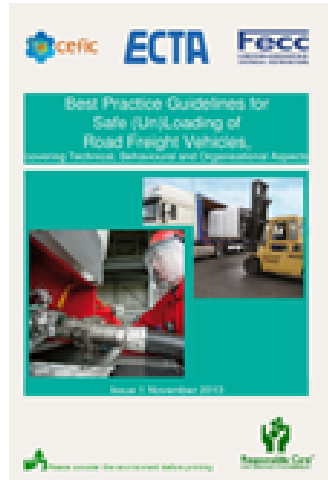
# Reference Documents



**BEST PRACTICE GUIDELINES FOR THE SAFE WORKING AT HEIGHT IN THE LOGISTICS SUPPLY CHAIN AND ALLIED SECTORS**



Issue 1 - October 2012



**Best Practice Guidelines for Cleanliness of Rotary Valve and Unloading equipment for Bulk deliveries**



Issue 1 - November 2013



Issue 1 September 2014



- **Best Practice Guidelines for the safe working at height in the logistics supply chain and allied sectors**
- **Best Practice Guidelines for safe (Un)Loading of Road Freight Vehicles, covering Technical, Behavioral and Organizational aspects**
- **Best Practice Guidelines for Cleanliness of Rotary Valve and Unloading equipment for Bulk deliveries**
- **Best Practice Guidelines for the safe tipping of Silo trucks/ Trailers/ silo Containers and Bag-In- Box containers**
- **Best Practice Guidelines for the Safe Use of “Lined” Iso Box Containers for Movement of Dry Bulk Products**
- **Best Practice Guideline for the Polymer Industry Cleaning Specification.**
- **Operation Clean Sweep® manual**

## Responsibilities - Unloading site

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- Providing a safe working environment
- The safety of the driver, including the providing site safety/unloading instructions
- Providing suitable and well maintained infrastructure for the unloading
- An unloading area equipped to prevent the loss of pellets to the environment and the provision of basic cleaning tools.
- Informing the supplier of any unloading limitations/special requirements
- Checking the validity of the material arriving, documentation, seals and integrity.
- Checking and verifying the delivery paperwork to ensure the material is “as ordered”
- Correct connection/fitting of the product hoses to the storage silo, and checking if the silo can accommodate the amount to be transferred. Giving explicit approval for the driver to start the unloading.
- Ensuring that the infrastructure and unloading conditions are properly set, so that the transfer of products from trailer to silo does not lead to the formation of fines.
- Supervising the unloading process (the checklist of Annex B can be used as a guideline)

## Responsibilities – Driver and Haulier

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- Respecting all of the site rules
- Respecting procedures to prevent pellet loss
- Providing Delivering documentation
- Supplying equipment which is fit for the operation, including seals and integrity
- Correctly unloading the bulk truck and being present fulltime to observe the loading process

Note –

The driver has the right to stop the unloading, if at any point he feels it is not safe to continue (e.g. high winds, changes to the unloading environment)

In case of accidental loss of pellets it is the responsibility of both customer and carrier to take the appropriate measures to prevent further environmental impact

## Responsibilities – The supplier

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### **The supplier of the goods is responsible for:**

- The quality of the materials supplied.
- Providing a safe working environment for the loading of materials.
- The safety of the driver at the loading site, including providing site safety/loading instructions.
- A loading area equipped to prevent the loss of pellets to the environment and the provision of basic cleaning tools.
- Providing suitable/well maintained infrastructure for the loading of materials.
- Ensuring the haulier is aware of the tank cleaning requirements and checking compliance on arrival.
- Supplying documentation to identify the “quantity” and “quality” of materials.

## Key Safety Requirements for unloading

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Taken from the best practice guidelines for the “Safe Tipping of Silos Trucks and Containers”

Defines the need for:

- Risk Assessment of the unloading activity
- Clear and safe “Access and Egress”
- Suitability of the unloading area
- Review of Tipping danger zones
- Management of Pellet spills
- Suitability and design of storage silos

## Key Quality Requirements for safe unloading

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- Description of Polymer handling issues:  
Dusts, Fines, Angel hair and Streamers
- Unloading Conditions:  
Piping  
Hoses  
Vehicle positioning.
- Contaminations  
Silo tank Cleaning – (with Reference to the new Industry Cleaning guidance)  
Moisture/Water
- Human Trafficking  
Precautions/Awareness



## Preventing Pellet Loss

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- Introduction to the Pellet loss impact to the environment
- The guidance includes the “Good Practices” associated with awareness and prevention of Pellet
- Introduction to “Operation Clean Sweep”

# Working Group and Contacts

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Keep Discovering

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