

YARD REGULATIONS on the company premises of REG Biofuels Germany GmbH locations Oeding & Emden



This court order is also to be seen here: <http://regi.com/yard-regulations>

Addresses	Opening hours / Loading and unloading times
ADMINISTRATION Fürst-zu-Salm-Salm-Str. 18 46325 Borken, DE Tel.: +49 2862 9100 0	Mon-Thu: 8.00 until 17.00 hrs Fri: 8.00 until 14.00 o'clock <i>Closed on weekends and holidays.</i>
FAT-MELT BURLO Fürst-zu-Salm-Salm-Str. 18 46325 Borken, DE Tel: 49 2862 9100 0	Loading and unloading times Mon-Fri: 6.00 until 13.30 hrs (last acceptance) <i>Closed on weekends and holidays.</i>
REFINEMENT SÜDLOHN-OEDING Daimlerstr. 12 46354 Südlohn-Oeding, DE (OED)	Mon-Fri: 6.00 until 21.00 hrs (last acceptance) Other delivery times for used cooking oil by prior agreement <i>Closed on weekends and holidays</i>
BIO DIESEL PLANT SÜDLOHN-OEDING Daimlerstr. 12 46354 Südlohn-Oeding, DE (OED)	KM32, methanol, sulphuric acid, waste water: Mon-Fri: 0.00 until 24.00 hrs Sat: 0.00 until 12.00 hrs (last acceptance) Acceptance of Biodiesel Mon-Fri: 0.00 until 24.00 hrs Sat: 0.00 until 12.00 hrs (last acceptance) Loading of biodiesel: Mon-Fri: 7.00 until 15.30 hrs (last acceptance) Glycerine and other products: Mon-Fri: 14.00 until 3.00 hrs (last acceptance) Sa: 0.00 until 12.00 hrs (last acceptance) Fatty acid: Mon-Fri: 8.30 until 11.30 hrs (last acceptance) Other delivery times only after prior agreement.
BIO DIESEL PLANT EMDEN Eichstraße 2-5 26725 Emden, DE (EMD)	Biodiesel, methanol, glycerine, sulphuric acid, cellulose, waste water: Mon-Sun: 0.00 until 24.00 hrs Delivery biodiesel: Mon-Fri: 7.00 until 15.30 hrs (last acceptance) Used cooking fat, fatty acid: Mon-Fri: 8.00 until 15.30 hrs (last acceptance) Other delivery times only after prior agreement.

The times stated are not binding and may vary. Please check and clarify with each delivery with respective location.

Company premises: all REG locations mentioned above.

Driver: Vehicle owner/carrier of the respective vehicle.

Supplier: Company responsible for driver, vehicle and transport services (delivering goods to REG or collecting products from REG).

In the event of non-compliance with these yard regulations, the operating personnel are instructed to refuse or immediately terminate the loading/unloading process.

I. Behavioural instructions, safety requirements, important information and specifications for the vehicles, vehicle owners, driver

- **On the premises, the driver is required to:**
 - Speak and understand the German or English language
 - Upon arrival, report directly to the plant personnel
 - Always observe and follow the instructions of the plant personnel
 - Always observe escape and rescue routes, as well as mandatory, prohibition and information signs, and additional notice boards
 - be instructed by the plant personnel if the plant is entered for the first time as well as about uncertainties about the safety equipment;
 - Keep routes and escape routes clear and only park in marked areas
 - Observe walking speed (max. 5 km/h) and StVO (national traffic regulations)
 - Ensure that the vehicle is in perfect technical condition and carry personal protective equipment;
 - Wear personal protective equipment and use the safety devices;
 - Switch off the engine and apply the handbrake when loading and unloading;
 - Carry out the statutory departure check before each journey and check all dome covers and fittings.
 - Ensure that all containers are equipped with a guardrail (incl. handrail) which ensures safe access to all dome covers of the tank.
 - To contact the plant personnel in the event of a problem or emergency
 - To wear personal protective equipment, safety shoes, helmet, body-covered clothing, glasses and safety vest as well as to use the safety devices.
 - Before top loading, sampling and opening or closing the dome lid, put on the personal fall arrest harness and connect it to the fall arrest device. The driver must be familiar with and instructed in the use and putting on of his/her personal fall arrest harness.
 - **For the transport of hazardous goods, additionally complete the TKW checklist in accordance with GGVS - ADR.**
 - **Hoses may only be removed with the express consent of the control room!!!**

The driver is liable for damage caused by improper use of loading hoses (couplings).

- **The vehicle must:**
 - Have a maximum vehicle height of 4.00 m
 - Be only a single-chamber vehicle for used cooking oil and fatty acids;
 - Under no circumstances be approved for the use or production of food or fodder - REG's products are exclusively technical products that are not suitable for the use or production of food or fodder. Vehicles labelled for the transport of food or fodder are not loaded or unloaded. If the labelling is not clear (faded or partially removed labels), loading will be rejected. The same applies if there are indications that the vehicle in question is still being used for food or feed transportation despite having a different marking (e.g. feed or food pre-loads). All products, with the exception of biodiesel, are not intended for use as motor fuel or heating fuel.
 - Never be loaded in excess of the legally permissible total weight of 40 tons (40,000 kg) or have a total load weight of no more than 40 tons.
- **It is strictly forbidden:**
 - To enter operating rooms and technical facilities;
 - To operate or remove operating equipment;
 - To film and photograph;
 - To drive backwards (only under instruction of the plant personnel).
 - To make phone calls and use mobile phones;
 - To smoke (smoking ban on the company premises and in vehicles; also applies to e-cigarettes);
 - To consume alcohol and drugs;

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- To stay on the
- To leave the during the period.



overnight
premises;
vehicle
waiting



The company premises in Oeding & Emden are under video surveillance.
For more information, please see the notice posted at the respective site.

II. Standing and waiting times

Suppliers: Trucks not commissioned by REG

Forwarders: Trucks commissioned by REG

Stand and waiting times of both suppliers and forwarders are generally not accepted if:

- Delivery/collection without unloading- or collection-number takes place and the number has to be researched first;
- Delivery documents are not available or are faulty;
- the agreed delivery date is not met. This shall also apply if the agreed delivery date is significantly exceeded;
- the driver has not been instructed in the handling of his vehicle.

Stand and waiting times of solely suppliers are generally not accepted if:

- The goods do not meet the required specifications or are defective;
- The goods must be melted;
- Full analysis must be carried out;
- in all cases in which unloading or loading can be refused.

Should the incorrect behaviour of the suppliers result in invoices for the holding life of the subsequent loads/unloads, REG reserves the right to invoice these accordingly.

If holding times should occur for which REG is responsible, REG is only obliged to compensate against invoice with proof of the holding time. The driver receives the confirmation of holding time from the loading personnel and must request it before leaving the company premises. Holding time calculations without confirmation of such time will not be accepted.

III. REG buys products: Unloading conditions for the driver

- In the case of unloading liquid goods, REG is entitled to refuse acceptance,
 - if the liquid goods are delivered in a solid state and unloading is not possible immediately in the opinion of the plant personnel.
REG is entitled to charge the costs for the melting of the goods to the supplier in the event of REG accepting of the goods;
 - if a proper cleaning certificate or proof of loading cannot be presented;
 - if the goods do not meet the agreed specifications or could be defective
- In the case of deliveries of goods of all kinds, including dangerous goods, the supplier shall bear full responsibility for compliance with statutory provisions such as labelling, packaging, forms, transport regulations, etc. If a vehicle is dispatched with dangerous goods, the driver shall be obliged to mark the vehicle in accordance with the statutory regulations (signage, etc.). In the event of non-compliance, REG has the right to refuse acceptance.

Vehicle dispatch – unloading

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The driver is responsible for the proper unloading and for compliance with the legal regulations for the operation of his vehicle. The driver must follow the instructions of the plant personnel. After unloading, all hoses must be brought into rest position and secured.

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Unless otherwise specified, REG uses the following connections:

Gas pendulum: GGVS couplings with 2" connection

- **EMD:** Drivers must provide their own hose for the unloading of every product. When handling potentially explosive substances, the vapour recovery system must always be connected. In addition, electrostatic charging must be avoided by connecting the grounding clamp.
- **OED:** Drivers must provide their own hose for unloading sulphuric acid, KM32 and methanol. The gas pendulum hose necessary / mandatory for unloading KM32 and methanol is provided by the plant and is provided by REG.

Unloading EMD		
Product	Product hose	Gas pendulum hose
Fatty Acids	Driver	Not required
Sulphuric Acid	Driver	Not required
Methanol	Driver	REG
KM32	Driver	REG
Glycerine	Driver	Not required
Biodiesel B	Driver	Not required
Potash lye	Driver has to bring Camlock-Clutch	Not required

Unloading OED		
Product	Product hose	Gas pendulum hose
Fatty Acids	Driver	Not required
Sulphuric Acid	Driver	Not required
Methanol	Driver	REG
Glycerine	-	-
KM32	REG	REG

IV. REG sells products: Collection Conditions for drivers

In the case of collection of liquid substances, REG is entitled to refuse loading if a proper cleaning certificate or proof of loading cannot be presented. If the vehicle has more than one chamber and fatty acids or used cooking oil are to be loaded, loading can also be refused here.

In general, a visual inspection of the tanks/chambers is carried out by the plant personnel before each loading. If it is found that a tank/chamber is not sufficiently clean and/or dry, loading is refused. In this case, the tank(s)/chamber(s) must be cleaned and documented with a proper cleaning certificate so that loading can take place. Alternatively, loading can take place if the customer/recipient submits a so-called "**top loading certificate**" in writing during the normal business hours of the administration (at least 24 working hours prior to loading). However, this procedure can only be used if there is no danger to employees or plant technology as a result of "top loading". The decision of the plant personnel must be followed. Complaints regarding the quality of the goods cannot be accepted in such cases (loading); any warranty and liability on the part of REG is excluded in this case.

Vehicle Handling – Loading

The driver is responsible for the proper filling and compliance with the legal regulations for the operation of his vehicle.

EMD: All hoses for loading are available.

OED: All hoses must be brought by the driver himself. The existing dead man's switch is to be operated by the vehicle crew. Loading is not possible without using the dead man's switch. The driver operates the filling pipe and the dead man's switch independently. The fixing or blocking of the filling pipe and the dead man's switch is forbidden.

Regarding loading from above: Vehicle drivers must wear fall protection. If the vehicle does not have one of its own, it will be provided by REG. In case of refusal, no loading will take place and the installation personnel will not be allowed to carry out the loading. The grounding clamp must be connected in order to avoid electrostatic charging.

By entering the premises, the supplier and the driver accept these yard rules.

The Management
REG Biofuels Germany GmbH, an REG Business