

Yard Regulations

Vital Fettrecycling GmbH / REG Energy Sales Germany GmbH

LOCATION: Südlohn-Oeding / Emden

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Locations:

ADMINISTRATION

REG Energy Sales Germany GmbH („REG Energy Sales Germany“) & Vital Fettrecycling GmbH („Vital“)
Fuerst-zu-Salm-Salm-Str. 18
DE - 46325 Borken
Tel.: +49 2862 9100 0

BIODIESEL PLANT SUEDLOHN-OEDING

REG Energy Sales Germany GmbH bzw. Vital Fettrecycling GmbH
Daimlerstr. 12
DE - 46354 Suedlohn-Oeding

REFINERY SUEDLOHN-OEDING

Vital Fettrecycling GmbH
c/o Lipox GmbH & Co. KG
Industriestrasse 10
DE - 46354 Suedlohn-Oeding

BIODIESEL PLANT EMDEN

REG Energy Sales Germany GmbH bzw. Vital Fettrecycling GmbH
Eichstrasse 2-5
DE - 26725 Emden

Office Hours/ Loading Times.

Administration:

Mon-Thu 8:00-17.00 Fri 8:00-14:00

Closed on weekends and national holidays

Refinery Suedlohn-Oeding:

Mon-Fri 6:00-21:00

Additional delivery times for Used Cooking Oil by appointment

Closed on weekends and national holidays

Biodiesel Plant - Suedlohn-Oeding:

1. Biodiesel, Methanol, Sulfuric Acid, Cellulose, Waste Water:
Mon - Fri 0:00 - 24:00 / Sat 0:00 - 12:00
(Deliveries Biodiesel to REG Energy Sales Germany Mon - Fri 7:00 - 15:30)
2. Glycerin:
Mon – Fri 14:00 – 3:00 / Sat 0:00 – 12:00
3. Fatty acids:
Mon-Fri 08:30 – 11:30

Delivery times for other products, as well as alternative delivery times are available only by appointment.

Emden:

1. Biodiesel, Methanol, Sulfuric Acid, Cellulose, Waste Water:
Mon-Sun 0:00 – 24:00
(Deliveries Biodiesel to REG Energy Sales Germany Mon - Fri 7:00 - 15:30)
2. Used Cooking Oil, Fatty Acids:
Mon-Fri 8:00 – 15:30

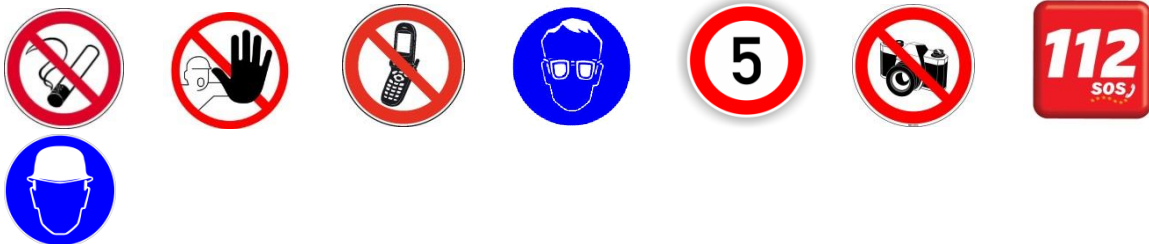
Delivery times for other products, as well as alternative delivery times are available only by appointment.

Behavioral Instructions and Requirements /Specifications for Vehicles, Drivers, and Vehicle Owners

- To ensure communication and the safety of everyone involved, all persons entering the premises must be able to speak and understand **German or English**.
- upon arrival, report directly to your contact person and follow the instructions of plant personnel
- Entering the premises and the technical areas without the express permission of the management is strictly prohibited
- Plant equipment may not be operated or removed without the permission of the staff
- On the production site, a walking pace shall be observed in addition to the StVO
- A smoking ban is observed on the entire premises, including in vehicles
- Filming and photography are not permitted
- Making calls with mobile phones is prohibited
- In case of emergency, follow the instructions of plant personnel
- Personal protective equipment should be worn and safety equipment should be used

During loading and unloading the engine should be turned off and the handbrake should be engaged. Before departure, a mandatory departure inspection has to be carried out by the driver. All manhole covers and fittings should be checked by the driver. The driver should assure that the vehicle is technically in perfect condition and that personal protective equipment is carried. It is essential to follow all posted notes / statements.

Freight Carrier is liable for damage caused by improper use of loading hoses (connectors).



- Maximum Vehicle Height: 4.00m
- Only Single-Chamber Vehicles for may be used for Used Cooking Oil and Fatty Acids
- 100% of our products are classified as Technical Products and are, therefore, not suitable to be used in the production or application of human or animal foodstuffs. Vehicles designated for the transport of foodstuffs will not be loaded or unloaded.
- None of our products- with the exception of biodiesel- are suitable for use as heating or transportation fuel.
- All containers must be equipped with a fall protection system (incl. handrail) that allows safe access to all manholes on top of the vehicle.

Unloading conditions

1. For deliveries of fluids, REG Energy Sales Germany GmbH /Vital Fettrecycling GmbH maintains the right to refuse unloading,
 - a. If the liquid goods are delivered in solid form, making unloading impossible. REG Energy Sales Germany /Vital reserves the right to forward all melting costs to the supplier.
 - b. If no cleaning certificate can be provided at the time of unloading.
 - c. If the delivery does not meet the previously agreed upon specifications.
2. Upon delivery of hazardous substances, the transporter is responsible for compliance with all legal requirements including labeling, packaging, storage and transport regulations. If a vehicle is dispatched with a hazardous material, the driver has the duty to mark the vehicle in accordance with all legal provisions (signs etc.) Vital/ REG Energy Sales Germany reserves the right to refuse acceptance to those who fail to comply with these provisions.

Loading conditions

Upon collection of liquids Vital / REG Energy Sales Germany is entitled to refuse loading if no cleaning certificate or proof may be presented at the time of collection. If the transporter has more than one chamber (for fatty acids and UCO), the shipment may also be refused.

A visual inspection of the tank/ chambers is generally done by our staff before each shipment. If it is determined that a tank / chamber is not sufficiently clean and / or dry, loading will be denied. In this case, the tanks / chambers must be cleaned, which must then be verified by a cleaning certificate. Alternatively, the loading may proceed in the case that the client / recipient submits a so-called "load-on-certificate" in writing during the normal business hours of the administration (at least 24 weekday-hours prior to shipment). This method, however, can only be applied where there is no danger for people or the plant technology as a result of the "load-on". Complaints relating to the quality of the goods in these cases ("load-on") can not be accepted in general.

Behavior on Plant premises

1. Driving routes and emergency exits must be kept clear and parking is allowed only in designated areas.
2. Reversing without guidance is not allowed.
3. No Sleeping on the premises.
4. Leaving the vehicle during the waiting period is not permitted.

Wait-Times

1. Stand and wait-times are not accepted if:
 - a. If the delivery / collection arrives without unloading or pick number and this must first be researched.
 - b. The delivery documents are not present or are incorrect.
 - c. The agreed delivery date is not met. This applies even if the agreed upon date is well into the future.
 - d. The goods do not comply with required specifications.
 - e. The goods must be melted.
 - f. A full analysis of the goods must be performed.
 - g. The driver is not trained in the handling of his vehicle
 - h. in all cases loading or unloading can be rejected

Should additional charges result from additional wait-times resulting from the incorrect behavior of the client/driver, Vital/ REG Energy Sales Germany reserves the right to invoice these charges to the client.

Should additional charges result from the actions of Vital/ REG Energy Sales Germany, an invoice for these charges can only be accepted with a confirmation of wait-time. The drivers can request a sheet called "confirmation of wait-time" from loading personnel and this must be obtained immediately prior to leaving the factory premises. Wait-time invoices without "confirmation of wait-time" will not be accepted.

Vehicle Clearance

The driver is responsible for proper loading and for compliance with all statutory provisions with regards to vehicle operations. Setting or blocking of the filling tube or the dead man's switch is prohibited. In the handling of hazardous substances, gas displacement equipment must always be connected. Electrostatic charging should also be avoided by connecting the grounding clamp. After unloading, all hoses are to be put into the resting position and secured.

Upon failure to comply with these provisions, the operating staff is instructed to refuse or immediately terminate the loading / unloading process.

By driving onto our premises, the client and / or the driver accepts these Loading instructions and Yard Regulations.

Vital Fettrecycling GmbH // REG Energy Sales Germany GmbH

The Management

Stand: 24.04.2017