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Subject: Abstract from ADR instructions on the supply of hazardous substances to TEŠ

Dear Sir or Madam,

We are sending you an abstract of the TEŠ quality management system document, *ND 311 – 11-4 "ADR Instructions on the supply of hazardous substances to TEŠ"*, version 5, valid as of 26 August 2024.

1. DUTIES OF THE SUPPLIER/SENDER OF HAZARDOUS GOODS

It is a duty of the supplier/sender to ensure the safety of transport to TEŠ and meet the following requirements:

a) The supplier/sender is obligated to inform the transport provider with an abstract of these instructions, containing key information/requirements, related to the duties of the transporter when delivering the shipment to TEŠ.
b) The supplier/sender may send to transport only those shipments of hazardous goods that meet all the requirements of ADR.
c) The supplier/sender must ensure that hazardous goods are sorted in compliance with the ADR and make sure that ADR allows it to be transported.
d) The supplier/sender must provide the transport provider with obligatory information and data regarding the hazardous goods, and, if necessary, the appropriate transport document and other documents (permits, approvals, notifications, certificates etc.)
e) The supplier/sender may only use packaging that is approved and appropriate for a specific substance and marked as per the provisions of ADR.

2. DUTIES OF THE TRANSPORTER

It is a duty of the transport provider or its driver/assistant to ensure the safety of transport to TEŠ and meet the following requirements:

a) They must check if the hazardous goods are allowed to be transported as per the provisions of ADR.
b) They must check if, prior to transport, the sender has provided all the ADR-prescribed data on the hazardous goods that will be transported and if the transport documentation is located in the transport unit.
c) They must visually make sure the vehicle and the cargo have no visible defects or leaks, damage or lacking equipment, etc.
d) They must make sure the vehicle is not overloaded.
e) They must make sure that all the prescribed hazard labels and markings are on the vehicles.

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f) They must make sure that the vehicle has the instructions for action in case of an accident involving the hazardous substance being transported.
g) They must make sure that the equipment for the driver, prescribed in the instructions for action in case of an accident, is in the vehicle.

2.1 DUTIES OF THE DRIVER OF THE ROAD TANKER

a) When the driver arrives at TEŠ, he or she must report to the security officer and show them an identification document with a photograph, which identifies him or her as the driver of the company that received an order for loading a hazardous substance for TEŠ. The driver shall deliver/show to the security officer a valid certificate of qualification for the carriage of hazardous substances in accordance with ADR, a vehicle compliance certificate (EXII, EXIII, FL, AT and MEMU vehicles), a transport document, and written instructions in accordance with ADR (Emergency measures).
b) The driver must have the appropriate personal protective equipment (e.g. glasses, gloves, protective clothing, shoes) and must also use them during the cargo transfer.
c) The driver is obligated to cooperate with the security officer and the recipient at TEŠ in terms of parking, recording and unloading at all times.
d) The driver shall be obligated to place the road tanker near the tank in such a manner as to minimize the need to cross public areas and to make sure the distance is suitable for cargo transfer, to switch off the engine of the tanker, remove the key and protect the vehicle against unwanted movements.
e) Before connecting the tanker, the driver must check that the connection is clearly marked with the substance for which it is intended. If this is not the case, the driver shall not connect the tanker.
f) The driver shall be obligated to connect the outlet of the tanker to the inlet of the tank by using adequate adapters and hoses, check that all the valves and gates are closed, that the hoses and connections are adequately secured and that there are no signs of leakage.
g) The driver shall be obligated to secure the hoses in order to prevent unwanted movements and unloading during the cargo transfer.
h) The driver shall be obligated to ensure that the cargo transfer is done smoothly and slowly in order to prevent the risk of spillage or tank overpressure.
i) The driver shall be obligated to supervise the cargo transfer process at all times.
j) The driver must eliminate any irregularities related to the supplied dangerous substance, if possible, or find professional help as per the instructions of his or her superordinate.
k) In case of spillage of a hazardous substance within TEŠ, he or she must immediately call +386 3 8993 104 and provide all the information about the accident.
l) Should the driver fail to comply with the above instructions, he shall not be allowed to unload the cargo and the unloading shall be stopped immediately.

3. CONTROL OF THE ACCEPTANCE OF DANGEROUS GOODS

The records of the acceptance of dangerous goods in a road tanker which ARE classified as dangerous for carriage in accordance with ADR shall be kept on form OB SN 311-11-3 "Control of acceptance of dangerous goods in a road tanker (ADR)" for each individual type and

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consignment of dangerous goods. The first part shall be filled out by the security officer upon arrival of the tanker at TEŠ, and the rest by the staff of each technological unit. The form shall be signed by both the person carrying out the control and the driver.

At TEŠ, the acceptance of goods in road tankers which ARE classified as dangerous goods for carriage in accordance with ADR, is carried out:

- 32 % hydrochloric acid (other trade names: spirits of salt; HCl)
- 30 % NaOH solution (other trade names: caustic soda; sodium hydroxide)
- 50 % NaOH solution (other trade names: caustic soda; sodium hydroxide)
- $FeCl_3$ solution (other trade names: iron (III) chloride, ferric chloride solution; Donau Klar classic,
- 24 % ammonia (other trade names: ammonia water; Ammonia, aqueous solution)
- Heating oil EL (other trade names: fuel oil, extra light fuel oil)
- DIESEL (diesel fuel)

- The security officer shall record each arrival and departure of drivers and vehicles loaded with dangerous goods and keep a record thereof.

- Before the driver enters TEŠ, the security officer shall check whether the driver has written instructions in accordance with the ADR for emergency response for specific hazardous substance being supplied to TEŠ and that the driver's equipment prescribed in these instructions is on-board the vehicle.

- If, upon the examination of the container, it is discovered that ADR provisions have not been respected, the recipient may only return it to the driver after all irregularities have been rectified.

- The recipient should not take over hazardous goods in packaging that has not been tested and approved pursuant to the ADR.

- In the event of damaged or unsuitable packaging, all safety measures must first be provided for, since the spillage risk is increased during unloading (e.g. use of personal protective equipment, floating oil booms preventing any eventual spillage into the environment, etc.)

In the event of any identified irregularities, the recipient shall prepare a record and send it to the provider.

With kind regards

Prepared by:

Laboratory Chief Technical Officer

Plant Operation Manager