



## ***Specific delivery requirements: Tesjoki plant***

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### ***Kivikumuntie 1 07955 Tesjoki Finland***

#### **1. Safety**

All drivers will be required to comply with Nalco/Ecolab/Swire safety policy and procedures. Site rules must be obeyed at all times.

The following standards are established and maintained at all Manufacturing Plants and apply strictly to all employees, contractors, and visitors.

Late shipments - must notify immediately if the delivery will be late.

At a minimum, the following Personal Protective Equipment must be worn:

- Long sleeved shirts
- Full leg pants
- Hard hats
- Safety glasses with side shields (norm EN 166)
- Safety chemical resistant shoes with toe protection and chemical resistance
- High visibility clothing

All visitors must comply with the below safety requirements:

- NO alcohol, NO smoking, NO passengers are allowed on site
- Vehicles must have adequate facilities to allow 'safe access' for all elements of the unloading operation. Drivers are not allowed on the back of vehicles.
- Drivers must remain in their truck or in a safe area within the Plant during loading and unloading operations  
Drivers must remain with the cab during discharge. Drivers MUST NOT enter production hall without staff personnel authorization
- All drivers must report to reception and sign in before locating vehicle in loading/unloading bay
- Driver must understand at least Language of the country of delivery and/or English
- Plant speed limit of 10 mph or 15 Km/H
- Electronic devices must be switched off before entering site and at all times while on site other than when in the office

#### **2. Package labeling:**

All containers (drums, porta-feeds, bulk, bags, etc.) must show:

- The raw material number, lot or batch number, weights, and must align with all paperwork
- Lot or batch numbers must be traceable to a manufacturing date. The word "lot" or "batch" must precede the number (e.g. Lot#-9999)
- Weights on all containers must have gross, net and tare weights clearly shown and must match all paperwork
- Labeling of hazardous goods must comply with current regulations
- Labels must have expiry dates

#### **3. Package Standards:**

- Unless required: Porta-Feed units, Drums/IBCs must be clean, sealed and labeled properly as per general requirements (paragraph 2), have no leaks, loose bungs, dents or use reconditioned sign, and be in serviceable condition

- Product labels must adhere to containers

- Bags must be palletized and stacked straight, interlocked and shrink wrapped
- Pallet must be of adequate strength to support material. No torn bags accepted
- Containers must comply with current Packaging (Essential Requirements) Regulations
- UN packages must be used for dangerous goods

#### 4. Bulk shipments:

- Shipped quantity must be within 2% or 200kg (whichever is greater) of quantity ordered. Actual weight accuracy must still be +/- 1% of weight on shipping papers.
- Tank trucks must have proper unloading equipment, valves, fittings, adaptors, pumps, proper tank metallurgy, specified unloading (rear or belly), safety equipment including harness, instructions for driver, and clean, dry chemical hose for product on the tank truck.
- Bulk loads must have 2 handrails unless the tanker has the facility to be vented from the ground so no top access is required

#### 5. MSDS:

At first shipment, and upon each revision, a copy of the Material Data Sheet (MSDS) must be mailed to:  
[kvuojarvi@nalco.com](mailto:kvuojarvi@nalco.com)

#### 6. Certificate of Analysis

COA IS MANDATORY FOR UNLOADING THE GOODS

Each COA must include the following information:

- Company Raw Material Number (e.g. as "R-739")
- Trade name and/or chemical name
- Purchase order number
- Plant address of Q.A. Laboratory
- Lot or batch number (Preceded by the word "lot" or "batch") - ONLY ONE LOT OR BATCH PER SHIPMENT!! Prior approval is required from Purchasing if the supplier cannot meet this requirement.
- RM production date
- RM expiration date
- Analyst name and telephone number (in case of problems with the shipment)
- Supplier name and address - Distributors must provide the name of the approved manufacturer on each COA

Each COA must be attached to the shipping papers in an envelope marked "COA" and must accompany the shipment. Please also follow plant specific CoA mailing requirements below:  
[QATesjoki@nalco.com](mailto:QATesjoki@nalco.com)

#### 7. Shipping Documents

- The Nalco Raw Material Number, purchase order number, address and date should appear on all documents.
- A packing list is required detailing batch numbers and quantity per batch.
- For all products coming from outside the EU, please use Nalco's import agent BDP:

BDP c/o Polar Logistics International Oy, Oljytie 10, 01530 Vantaa, Finland

Contacts:

Seppo Raami

t. +358 291933900

f. +358 291933901

[seppo.raami@fi.polarlog.com](mailto:seppo.raami@fi.polarlog.com)

[sea@fi.polarlog.com](mailto:sea@fi.polarlog.com)

## **8. Nalco Specifications**

- The supplier certifies that he will supply to Nalco the above listed products in accordance with Nalco specifications already sent or obtainable on request.
- Supplier shall give sufficient prior notice to Nalco of any change(s) in raw materials, specifications, manufacturing processes, manufacturing locations, or test methods for mutual assessment of the probable effect on Nalco's processor product performance.

## **9. Chemical Regulations (REACH)**

- All substances manufactured and/or imported in quantities of greater than one tonne/year even if only supplied in mixtures/preparations/polymers will need to be registered under REACH. All substances that meet the criteria of phase-in substance should therefore be pre-registered in order to benefit from the transitional periods provided for by the pre-registration phase of REACH.

With respect to products supplied under this contract, the Supplier:

- Confirms that it will undertake all the necessary measures to comply with these pre-registration steps, subsequent registration steps, and ensure that normal product supply availability is maintained to Nalco during REACH transition periods and afterwards. Should any issues relating to REACH compliance (including any decision to cease supply) become apparent that could impact supply to Nalco, then Supplier shall give at least 6 month's immediate Notice to Nalco. All the necessary documents will be sent to Nalco's REACH program manager (email: reach@nalco.com)- Nalco, REACH Program Office, Cadland Road, Hythe, Southampton SO45 3NP, United Kingdom.
- Confirms that the Supplier will support Nalco uses of substance concerned and generate any necessary support information.
- Confirms that it will identify and provide up-to-date contact details of the person with day-to-day responsibility for REACH within Supplier's organization.
- Acknowledges the importance to Nalco of continuing supply of qualified products. Since any shortfall in REACH compliance by Supplier will result in significant and costly consequences to Nalco, Supplier will reimburse Nalco for all costs and damages arising from any Supplier-related REACH non-compliance issue.

## **10. Site Access.**

Failure to follow the booking-in procedure may result in a delay in off-loading or the vehicle being turned away:

Tesjoki plant

Delivery Hours: 8.00-14.00 Monday – Friday

## **11. Send goods to:**

Tesjoki plant:

Kivikumuntie 1 07955 Tesjoki Finland Tel: +358 44 353 664

## **12.Payer (Legal entity name)**

ECOLAB EUROPE GMBH  
RICHTISTRASSE 7  
WALLISELLEN, Switzerland

**13. When sending your invoices to Nalco please use ONE of the below methods:**

- Mailing address where invoices have to be sent physically:

ECOLAB EUROPE GMBH  
Postfach 14 01 15  
65208 Wiesbaden, Germany

- Email address to send invoices electronically: **ap-invoice-EU@nalco.com**

If sending invoices via email, please make sure you adhere to the following requirements:

- Always indicate the PO number on the invoice.
- Only PDF/A format is accepted
- Invoices including attachments must be scanned and sent as 1 pdf
- One invoice = one pdf (no multiple invoices in one pdf allowed)
- Maximum 20 invoices in one e-mail
- In one e-mail only invoices for 1 Nalco\Ecolab legal entity allowed.
- The text field of your e-mail will not be considered.
- The email size cannot exceed 5mb

**14. Invoice related queries**

Name: Vendor Management Team  
Email: **pagnordics@nalco.com**