

GLOBAL MEMBERSHIP RULES & INSTRUCTIONS

1. Introduction

The “European Federation of Tank Cleaning Organisations (EFTCO)” was founded 1993 with the main aim to organize tank cleaning in safe and environmental responsible way all over Europe.

EFTCO represents 21 national associations covering 26 European countries and able to achieve a network of ca. 570 cleaning stations

EFTCO is a 'non-profit' association committed to reliable, trustworthy and environmental friendly services of its members.

EFTCO works together with interested parties on matters of Safety, Environment, Education and Technical improvements to develop a better understanding and practice in tank cleaning.

EFTCO has cooperation with European Federations like the European Chemicals Council (CEFIC), the European Chemical Transport Association (ECTA), the International Tank Container Organisation (ITCO).

The activity is underpinned by the EFTCO Cleaning Document (ECD). EFTCO owns the exclusive copyright of the European Cleaning Document recorded under the European model registration nr. 202130-0001.

The ECD is used by the cleaning companies to record in a multi lingual format the services completed. The ECD has unique numbering to provide traceable provenance by EFTCO's Members of any legitimate ECD.

EFTCO can accept tank cleaning associations or individual cleaning stations outside the European Territory as associated members according to this rules and regulations.

2. Definition `associated membership`

According to the EFTCO articles of association, the Associate Members are defined as non-voting members of EFTCO with duties as designated by the Board.

Associated membership is only possible outside the geographical region of the European Territory (Annex 1)

Associated members can be individual cleaning stations , as long as not more than 3 cleaning station by country signed associated membership. If more than 3 cleaning stations received associated membership status, EFTCO is requesting the foundation of a national tank cleaning association to become associated member of EFTCO.

3. Circumstances

National Tankcleaning association or individual tank cleaning station located in a `Non-European` country can apply for EFTCO associated membership.

- no other national tank cleaning association is already representing EFTCO in this country
- the EFTCO Board recommend the associated membership to their members

- Q the EFTCO members approve associated membership by majoritarian vote during their General meeting.

4. Requirements

- Q the tank cleaning station must prove to meet the EFTCO quality criteria's for membership by using the SQAS Tankcleaning report. If an SQAS Assessor is not accessible in their area, the audit can be done by an internal assessment supervised by EFTCO and using the SQAS questionnaire.
- Q the association and their members will present all details during EFTCO General meeting and answer all questions.
- Q the involved tank cleaning station must have all permits required by its national authority for tank cleaning activities
- Q the waste water process shall meet the local legal requirements or shall be transferred with legal permit to another site for treatment.
- Q EFTCO Rules are signed and accepted.
- Q promote the use of the EFTCO Cleaning Document (ECD) and control local use and printing. ECD Printing according to EFTCO ECD template with unique numbering.
- Q translate EFTCO Codes into national language
- Q if an additional inspection is required of a nominated person by EFTCO board, the inspection is to be tolerated. The costs for the visit are for the account of the tank cleaning station applying for membership.
- Q the EFTCO members approve associated membership by majoritarian vote
- Q EFTCO beholds the right to withdraw the authorization at any given time when the tank cleaning association does not meet the requirements anymore.
- Q payment of annual membership fee

5. Rights

- Q use of the "EFTCO Associated Member Logo
- Q use of the ECD formula and the EFTCO Cleaning Codes
- Q invitations to annual meetings of EFTCO members
 - there are no voting rights to associated members
- Q receipt of EFTCO association news and updates

6. Fees

- Q global associated membership fee is €9000,00 /year
- Q payable each fiscal year April – March

7. Rules for the use of the EFTCO Cleaning Document (ECD)

The uniform EFTCO Cleaning Document (ECD) has been developed by EFTCO, in cooperation with ECTA and CEFIC, in order to satisfy the needs of cleaning stations, transport companies and chemical, feed and food manufacturing companies.

The use of a uniform EFTCO document has important advantages for all parties involved:

- the document has the same form which can easily be distinguished from the falsifications.
- the use of a unique numbering system provides security and authentication traceable against fraudulent misuse of the cleaning documents.
- the fact that the same information is always in the same place on the cleaning document will facilitate its use by operators at loading points, by drivers etc.
- the use of the EFTCO Tank Cleaning Codes will make it easy for everybody to identify and understand which cleaning operations have been carried out to clean the tank.
- the EFTCO Tank Cleaning Codes are available in all languages of members.

This provides a clear understanding of the cleaning document information for all users of throughout Europe.

General statements: copyright and permit for use

EFTCO owns the exclusive copyright of the EFTCO Cleaning Document recorded under the European model registration nr. 202130-0001. The cleaning station may use the ECD on the understanding that all rules and terms laid down by EFTCO are met. These terms may change from time to time at EFTCO's sole discretion.

The National Association and the Cleaning Station are responsible for following the rules stated here. In case of any misuse, EFTCO may suspend or withdraw the right for a Cleaning Station to use the ECD.

Definitions and Foundations

The EFTCO definition of 'clean' is as follows:

"A tank shall be described as clean when there are no visible traces or odour of the last product or cleaning agent following an inspection from the man-lids".

A standard tank cleaning is the cleaning of the tank for the last product it has carried, as declared to the cleaning station and recorded on the ECD. By mutual agreement parties may agree to clean a tank from its last carried product and to prepare a tank for loading of the next cargo.

In that case parties will agree specific complementary cleaning work to be carried out in order to achieve the required cleanliness. This may also require additional and special inspection services. When cleaning services are carried out to the specifications of the customer, with an inspection that is different from the EFTCO definition of 'clean', this should be recorded in box 11 'Comments'.

The ECD 'definition of clean' is set by inspection at the end of the cleaning process.

The operator of the tank is invited to confirm this state and request further actions.

No length of validity is given for the ECD.

Rules on issuing of the ECD.

1) The cleaning station completes the ECD as follows:

Box 1	Name, website, address and telephone number of the tank cleaning station	mandatory
Box 2	Customer reference number	optional
Box 3	Serial number or order number of the cleaning station	optional
Box 4	Name and address of the customer (contracting party). The customer code can be added if available. In case the company is not known, the name of the driver should be indicated	mandatory
Box 5	Identification numbers of the vehicle and of the tank, container or IBC	mandatory
Box 6	Indication of the nature of the product: liquid / solid / chemical / food	optional
Box 7	Identification of the next load to be carried	optional
Box 8	Identification of the previous load (per compartment): mandatory information in order to meet the legal requirements concerning the provision of appropriate product safety information at the work floor. For dangerous goods: UN number and proper shipping name, trade name or chemical name; for non-dangerous goods: trade name or chemical name.	mandatory
Box 9	Description of the cleaning work that has been carried out (per compartment), using only the EFTCO Tank Cleaning Codes and the corresponding descriptions: · identification of what has been cleaned with success: tanks (compartments) · cleaning agents that have been used · cleaning procedures that have been used · tests that have been carried out handling of waste / extras	mandatory
Box 10	Additional services that were carried out, per compartment as well as cleaning of accessories (hoses, pumps, outlets,...) if carried out. For hoses the identification numbers of the cleaned hoses should be indicated if available	optional
Box 11	Comments from the cleaning station. If the client wants to have a tank cleaned in function of the next load, this should be mentioned in this box (in this case box 7 must be completed). If the client wants to have additional service which cannot be described by the cleaning codes this service shall be added here. It is also agreed in EFTCO that it will be mentioned in Box 11 that a tank has been cleaned under the special demand of the customer as the indication that the tank under	optional

	this conditions is not able to be loaded without any restrictions.	
Box 12	Name of person who carried out the cleaning (cleaner)	optional
Box 13	Date and time of registration upon arrival (Time in) Date and time of the end of the cleaning operation (Time out) The cleaning station is obliged to put the end date and time of cleaning immediately after the tank left the cleaning bay. Conditions using the following wording: <i>"The cleaning station and the driver confirm that the above service(s) to clean the tank have been carried out (see EFTCO definition of 'clean')."</i>	optional mandatory
Box 14	Name and signature of person in the cleaning station who has controlled the cleaning	mandatory
Box 15	Name and signature of driver	optional

- The document shall be completed at the cleaning station by using a printer connected to a computer system. Either matrix or laser printers can be used.
- In case handwritten changes have been made on a printed cleaning document, the document shall be considered as invalid.
- In exceptional circumstances (e.g. failure of the computer system or the printer), it may be necessary to complete the cleaning document manually. In this case all boxes need to be completed, providing the same information as if it would be printed.
 - The handwriting shall be easily legible. Under comments (Box 11) the reason for the manual completion shall be clearly explained.
 - A stamp identifying the cleaning station shall be put on the document that has been manually completed, in order to certify its authenticity.

2) The cleaning station shall require from its customer to correctly declare the last product for each tank compartment that has to be cleaned. This product declaration is an important part of the contract and the basis for the cleaning station to undertake a safe and legal operation. The product as declared by the customer must be shown on the ECD, for each compartment of the tank. Any alterations to these products are considered falsification.

(It is recommended the cleaning station uses methods such as the CMR to check the correct product declaration.

If no CMR or other equivalent document stating the last product transported are available, this can be mentioned in Box 11.)

3) The cleaning station shall use the form and the layout that EFTCO defined and transferred to it for usage. EFTCO reserves the right to modify the standards and to introduce changes as it sees fit for additional security or other purposes

4) The work carried out in the cleaning station has to be declared on the ECD, using the correct EFTCO codes.

The cleaning station will not edit this at the request of the customer or for any other purpose. An ECD cannot be issued for solely visual | odour inspection T01, if the tank was not cleaned by the same cleaning site.

5) An ECD cannot be issued unless substantial work by the trained and educated employee of the cleaning station has been done. The work done has to be declared correctly on the ECD using the approved EFTCO Codes.

The ECD cannot be issued if the work has not been made on the site of the cleaning station.

On clear agreement, by exception, when part of the work is carried out by the tank operator's agent (driver) then this is to be undertaken without any liability by the cleaning station. Instruction may be required and provided in the use of the cleaning station equipment. If part of the work is carried out by persons other than the cleaning station's staff, this should be declared accordingly in box 11 of the ECD.

6) The cleaning stations distribute the copies of the ECD as follows:

- white copy (original): for the next loading point (via driver);
- yellow copy: for the driver;
- blue copy: for the cleaning station (to be kept);
- green copy (optional): to be sent with the invoice to the customer/transport company.

7) ECDs are not transferable between cleaning companies. ECD's must remain traceable to the cleaning station. Any unused and excess ECD has to be returned to EFTCO.

8) The cleaning station shall retain the original of the ECD issued for three years as a minimum. The same three years are the retaining period for the incomplete or void ECDs.

EFTCO requires all Members and affiliated stations to retain details of ECD issued for traceability and to manage the details as confidential.

9) The cleaning station shall accept that at all times the permission to issue ECDs is governed on behalf of EFTCO by the National Cleaning Association relevant to the site. This also governs the transfer of electronic data relating to otherwise printed ECDs.

10) If the cleaning station gets to know any improper uses or actions that distort the ECD this shall be reported to the National Association with all proofs and documents available.

Such fraud could be, but is not limited to:

- unauthorized use of the EFTCO identity;
- breaches of ECD copyright;
- altering ECD documents;
- incorrect product declaration;
- issuing blank or incomplete ECD.

Fraudulent activities are taken seriously. This can result in sanctions across all EFTCO affiliated cleaning stations, legal action, and financial penalty. Information about such incidents will be published and shared with other partners in the supply chain including Trade Associations such as ECTA and CEFIC.

Annex 1: European Territory

Albania		Liechtenstein	
Andorra		Lithuania	
Austria		Luxembourg	
Azerbaijan		Malta	
Belarus		Moldova	
Belgium		Monaco	
BosniaandHerzegovina		Montenegro	
Bulgaria		Netherlands	
Croatia		NorthMacedonia	
Cyprus		Norway	
CzechRepublic		Poland	
Denmark		Portugal	
Estonia		Romania	
Finland		Russia	
France		SanMarino	
Georgia		Serbia	
Germany		Slovakia	
Greece		Slovenia	
Hungary		Spain	
Iceland		Sweden	
Ireland		Switzerland	
Italy		Turkey	
Kazakhstan		Ukraine	
Kosovo		UnitedKingdom	
Latvia		VaticanCity	