

## 4. Specific ECD information

### 4.1. Description of the ECD boxes.

The cleaning station needs to complete the ECD as follows:

<b>Box1</b>	Name, website address and telephone number of the tank cleaning station	mandatory
<b>Box2</b>	Customer reference number	optional
<b>Box3</b>	Serial number or order number of the cleaning station	optional
<b>Box4</b>	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
<b>Box5</b>	Identification numbers of the vehicle and of the tank, container or IBC	mandatory
<b>Box6</b>	Indication of the nature of the product: liquid / solid / chemical / food	optional
<b>Box7</b>	Identification of the next load to be carried	optional
<b>Box8</b>	<p>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.</p> <ul style="list-style-type: none"> <li>For dangerous goods: UN number and proper shipping name, trade name or chemical name; for non-dangerous goods: trade name or chemical name.</li> </ul>	mandatory
<b>Box9</b>	<p>Description of the cleaning work that has been carried out (per compartment), using only the EFTCO Tank Cleaning Codes and the corresponding descriptions:</p> <ul style="list-style-type: none"> <li>identification of what has been cleaned with success: tanks (compartments)</li> <li>cleaning agents that have been used</li> <li>cleaning procedures that have been used</li> <li>tests that have been carried out handling of waste extras</li> </ul>	mandatory

<b>Box10</b>	<p>Additional services that were carried out, per compartment as well as cleaning of accessories (hoses, pumps, outlets,...) if carried out.</p> <p>For hoses the identification numbers of the cleaned hoses should be indicated if available.</p>	optional
<b>Box11</b>	<p>Comments from the cleaning station.</p> <p>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).</p> <p>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 this conditions is not able to be loaded without any restrictions.</p>	optional
<b>Box12</b>	Name of person who carried out the cleaning (cleaner)	optional
<b>Box13</b>	<p>Date and time of registration upon arrival (Time in)</p> <p>Date and time of the end of the cleaning operation (Time out)</p> <p>The cleaning station is obliged to put the end date and time of cleaning immediately after the tank left the cleaning bay.</p> <p>Conditions using the following wording "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')."</p>	optional mandatory
<b>Box14</b>	Name and signature of person in the cleaning station who has controlled the cleaning	mandatory
<b>Box15</b>	Name and signature of driver	optional

- The document shall be completed by the cleaning station 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** with following exceptions:
  - ➔ in case a stamp is used for a visual inspection as stated under chapter 3 of these rules, the requested information may be completed by hand.
  - ➔ In case of failure of the computer system or the printer, it is allowed 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.

## 4.2. Last product declaration

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 is available this can be mentioned in Box 11.)*

## 4.3. ECD Layout

The cleaning station shall use the form and the layout that EFTCO defined and made available for usage. EFTCO reserves the right to modify the standards and to introduce changes as it finds necessary for additional security or other purposes.

## 4.4. Cleaning performer

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.

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 stations staff, this should be declared accordingly in box 11 of the ECD.

#### 4.5. ECD colours

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.

#### 4.6. Non-transferable

ECDs are not transferable between cleaning companies. ECDs must remain traceable to the cleaning station. Any unused and excess ECDs must be returned to the National Cleaning Association.

#### 4.7. ECD archiving

The cleaning station shall retain the original blue copy 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.

#### 4.8. ECD governance

The cleaning station shall always accept that 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.

#### 4.9. Improper use

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.