

Rules for issuing EFTCO Cleaning Documents (ECD)

1. Introduction

The uniform EFTCO Cleaning Document (ECD) has been developed by EFTCO, in co-operation 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 European 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 currently available in many European languages.

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

2. General statements: copyright and permit for use

EFTCO owns the exclusive copyright of the EFTCO Cleaning Document recorded under the European trademark registration nr. 016236614. The National Cleaning Association (Associations) which are the Members of EFTCO identified on www.eftco.org, are authorised by EFTCO to permit the use of ECD to the registered Cleaning Station, on condition that all rules and terms laid down by EFTCO are met. The use of the ECD is approved and limited to cleaning documentation at stationary cleaning stations. These terms may change from time to time at EFTCO's sole discretion.

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

3. Definitions and foundations

The EFTCO definition of 'clean':

“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”.

- The EFTCO definition of 'clean'

A standard tank cleaning is the cleaning of the last product transported in the tank, 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 an ECD.

An ECD cannot be issued for a visual | odour inspection (EFTCO Code T01) if the tank was not cleaned by the same cleaning site. ECDs with code T01 only are not allowed and seen as 'INVALID'.


A tank can be re-inspected at the moment of pick up by a driver when there is a doubt this tank still meets the EFTCO definition of clean at that moment.

When this inspection indicates this tank is still meeting this definition, the code T01 combined with the date and time of this inspection is put in box 10 or 11 of the ECD.

When the ECD was already printed and cannot be modified, a stamp of the cleaning station with code T01, date, time and the signature of the cleaning station can be put on the printed ECD.

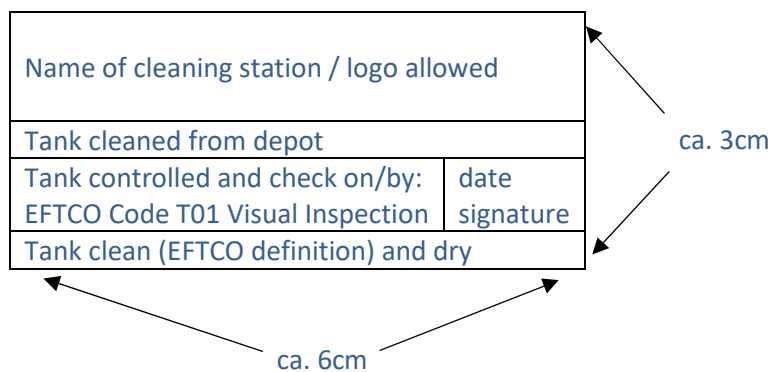
This stamp needs to have the following information:

Name of cleaning installation (or logo)

-  EFTCO Code T01 "visual inspection"
-  Date
-  Time
-  Signature of Inspector

A sample of the stamp format and content needs to be approved and archived by the national association on behalf of EFTCO before they are allowed to be used.

Prescribed contents and formats of the T-01 inspection stamp



Example



When the visual inspection shows that additional actions are needed to meet the EFTCO definition of clean, these additional actions and the date and time when they were done must be added in box 10 of the original ECD. When the ECD was already printed, a new ECD must be issued adding all cleaning details of the first cleaning together with the additional actions carried out afterwards. The initial first ECD must be declared as invalid and not being handed out to customer. The time for the end of cleaning is the initial end of cleaning time of the first ECD and the time/date for additional actions must be added in box 10.

4. Specific ECD information

4.1. Description of the ECD boxes.

The cleaning station needs to complete the ECD as follows:

Box1	Name, website address and telephone number of the tank cleaning station	mandatory
Box2	Customer reference number	optional
Box3	Serial number or order number of the cleaning station	optional
Box4	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
Box5	Identification numbers of the vehicle and of the tank, container or IBC	mandatory
Box6	Indication of the nature of the product: liquid / solid / chemical / food	optional
Box7	Identification of the next load to be carried	optional
Box8	<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"> For dangerous goods: UN number and proper shipping name, trade name or chemical name; for non-dangerous goods: trade name or chemical name. 	mandatory
Box9	<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"> 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

<p>Box10</p>	<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>	<p>optional</p>
<p>Box11</p>	<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> <p>If there is a requirement to name the last 3 products in the ECD (f.e. Kosher or Halal cleaning), these could be mentioned here in Box11.</p> <p>Note: the last 3 products recorded are as confirmed by the transport operator or their representative who also are responsible for ensuring they are acceptable for any subsequent loads.</p> <p>Details of the previous loads or their acceptability as a prior product cannot be verified by the cleaning company.</p> <p>LAST PRODUCTS DECLARED BY CUSTOMER (or Transport company or driver):</p> <p>_____ - _____ - _____</p>	<p>optional</p>
<p>Box12</p>	<p>Name of person who carried out the cleaning (cleaner)</p>	<p>optional</p>
<p>Box13</p>	<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>	<p>optional mandatory</p>
<p>Box14</p>	<p>Name and signature of person in the cleaning station who has controlled the cleaning</p>	<p>mandatory</p>

Box15	Name and signature of driver	optional
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- 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 archiving can be done with the blue paper version, or electronic filing. 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.

4.10 Statement on data correction

If the original ECD is no longer in the possession of the tank cleaning station and an input error is discovered in the ECD on the way to the next loading station or before the planned loading, EFTCO declares the document "STATEMENT ON DATA CORRECTION" as one authoritative way to document necessary corrections.