



Ecolab Shipping Instructions – North America

1. Safety Requirements

All drivers will be required to comply with Ecolab 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, Safety glasses with side shields (norm EN 166), Safety chemical resistant shoes with toe protection and chemical resistance, and 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 English
 - Plant speed limit of 10 mph or 15 Km/H It is imperative that all goods inbound to Ecolab follow the instructions provided in this document. Failure to follow the goods in procedure may result in a delivery being refused.
- Totes/IBCs must be mounted on 4-way entry pallets. Anti-teeter bars are required.

2. Booking Procedure

All deliveries must be booked in 48 hours prior to the anticipated delivery date. Deliveries which arrive outside of their scheduled delivery slot may be refused. No demurrage will be paid for late arrivals waiting to be worked in, and rebooking for a new delivery time slot may be necessary.

Please advise the following when you book in:

- Preferred delivery time
- Number of pallets/boxes
- Supplier Name
- Order number (Ecolab PO-number or Ecolab STO-number)

We will supply you with a booking in reference which must be logged on the delivery paperwork, failure to do this may result in your delivery being made to wait or possible refusal.

3. Labeling Requirements

The vendor will be liable for a minimum \$100 chargeback for failing to comply with any of the below labeling requirements (A-H). Failure to comply with any of the below requirements will likely result in Ecolab's refusal to accept the delivery, at which point the vendor will be responsible for the

freight charges to return the delivery to origination point and to re-deliver to Ecolab. Additional issues that occur will be considered on a case-by-case basis and may involve additional chargebacks.

- A. All shipments must be accompanied by a bill of lading and packing list which contain the following:
 - Vendor / manufacturer name
 - Ship to: Ecolab INC.
 - Ecolab item code
 - Item description
 - Lot number(s) and/or manufacture date(s)
 - Quantity of each lot number or manufacture date included in shipment.
 - Ship date
 - Ecolab PO number
- B. Ecolab code numbers and lot numbers must be on all units (i.e. drum, bag, container etc.)
- C. Certificates of analysis must accompany each shipment.
- D. A separate certificate of analysis must be provided for each Ecolab part number, for each lot or manufacture date shipped.
- E. Certificate of analysis must include, at a minimum the following information (1-12) for each lot number:
 - Title: "Certificate of analysis"
 - Vendor / manufacturer name
 - Customer: Ecolab, INC.
 - Ecolab item code
 - Item description
 - Job / lot number specific to date manufactured
 - Ship quantity of job / lot number or manufacture date
 - Date of certificate of analysis
 - Ecolab PO number
 - Required analytical information to verify material meets Ecolab specifications.
 - Statement that items were manufactured in accordance with Ecolab specifications and quality control checks were performed to verify the product meets Ecolab specifications.
 - Signature and position of vendor representative and date signed.
- F. Late deliveries that were given the proper lead times are not acceptable. Lead times are determined jointly by Ecolab and the supplier.
- G. Cross-outs, strikeouts and scribbles are not acceptable on any packages, labels or paperwork unless marked out with a single line, initialed and dated.
- H. All orders must be on grade A pallets.

4. Non-Conforming Deliveries

Ecolab reserves the right to refuse any deliveries that are deemed not to be conforming to the goods acceptance procedure and including:

- Goods that have not been booked in or late.
- Goods that arrive without the appropriate documentation.
- Goods that have been damaged in transit.
- Any unsafe stacking or packing.

- Pallets arriving at Ecolab which are damaged or in a state which will need extra handling, may be rejected.

5. Shipment requirements

- Damaged packaging/ delivery will not be accepted.
- Our product code and our order number must be visible on the outside of packaging, on a printed label, not handwritten with a marker.
- No mixing of orders in the same packaging (Example, one full pallet with the same article but from different Purchase Orders -> not allowed).
- If a delivery consists out of more the one pallet, the delivery documents must clearly indicate the content of each pallet.
- Top cap and bottom valve are required to be sealed on all totes.