



Introduction

It is the intention of Europa Worldwide Logistics to transport dangerous goods in a manner which is inherently safe and secure with due concern for legal, environmental and commercial considerations.

Europa Worldwide Logistics does not sell the hazardous freight service to the UK customer base. These goods will be carried on behalf of the European Agents network which is on the Import services only.

However, in the event that a regular customer on the European service requests the Company to carry hazardous goods, this decision must be referred to a Director of the Company for review and compliance.

This booklet indicates individual areas of responsibility and confirms rules for: -

- Europa Worldwide Logistics and their subcontractors.
- Customers using Europa Worldwide Logistics to transport dangerous goods.

The procedures have been devised to create an effective framework in which Europa Worldwide Logistics can operate a responsible and professional service for the handling and transport of dangerous goods. It should also ensure that Europa Worldwide Logistics their Customer's and Agents comply fully with the applicable legislation.



This booklet should be read, understood and followed by all individuals and organisations involved in the handling and transport of dangerous goods by Europa Worldwide Logistics.

Empty Containers

Eurotunnel will accept without restriction the carriage of empty containers which would have been accepted when full. Containers which would not have been accepted for carriage when full must be cleaned and an “ad hoc” certificate to this effect submitted before carriage can be authorised.

Dangerous Goods

There are nine classes of dangerous goods in transport but not all of them are acceptable by Europa Worldwide Logistics because of their dangers, or they are not acceptable by Eurotunnel or they require special handling or stowage.

The dangerous goods within the Classes 3 to 9 are also assigned to Packing Groups (PGs) according to how dangerous they are: -

Packing Group I	Higher danger
Packing Group II	Medium danger
Packing Group III	Low danger

The Classes which are acceptable follow the guidelines set by Eurotunnel – Le Shuttle Division. This enables Europa Worldwide Logistics to operate its express services to and from Europe via the two modes across the Channel.



Classes Acceptable to Europa Worldwide Logistics

- Class 2.1 Flammable Gas**
- Class 2.2 Compressed Gases**
- Class 3 Flammable liquid**
- Class 4.1 Flammable solid**
- Class 6.1 Toxic**
- Class 8 Corrosive**
- Class 9 Miscellaneous**

Classes Unacceptable to Europa Worldwide Logistics

- Class 1 Explosive**
- Class 2.3 Toxic Gas**
- Class 4.2 Spontaneously Combustible**
- Class 4.3 Dangerous when wet**
- Class 5 Fertilisers**
- Class 7 Radioactive**



Customer Responsibilities

There are two main Regulations concerning the transport of dangerous goods: -

- Carriage of Dangerous Goods and Transportable Pressure Receptacles 2004.
- ADR Regulation 2005.
- The first set is the responsibility of the Consignor, i.e. Customers. They must: -
 - Identify and classify the goods
 - Give them the correct Proper Shipping Name (PSN) and UN Number
 - Assign them to the correct Packing Group (Transport Category)
 - Package them in UN approved packaging
 - Mark the packages with the PSN and UN number
 - Label the packages with the main Class label and subsidiary risk labels if applicable

After that, to comply with the Regulations, the Consignor must give the Carrier certain information in writing if the quantities of dangerous goods in the receptacles are above the limits as defined in the ADR Regulations. These limits vary according to the UN Number assigned to the product.



Note that it is the quantity in the receptacles i.e. the one in direct contact with the dangerous goods, that is critical as well as the total quantity in the load.

However, if the quantity in each receptacle were above the limits the Consignor would have to give the following information to the Carrier in writing: -

- Proper Shipping Name of each dangerous item
- UN number
- Class and subsidiary risks if applicable
- Packing Group (Transport Category)
- Number and type of packages (e.g. 20 x 210 litre steel drums)
- Consignor name and address
- Consignee name and address

The information must be completed by the Consignor with a signed declaration that the applicable parts of both Regulations have been complied with and that the goods are in fit condition for transport.

Europa Worldwide Logistics require that customers should provide the written emergency information required by the Carriage of Dangerous Goods by Road Regulations for use by the driver and the emergency services during the journey. This may be in the form of the written emergency information card (Tremcard); it should include a contact telephone number for advice while the dangerous goods are in transit.

The Regulations require that the emergency information includes: -



- Nature of the dangers and precautions to take
- Emergency treatment in the event of personal contact
- Action in the event of fire or spillage
- Action to prevent pollution of the environment

Europa Worldwide Logistics - Depot Responsibilities

Only the Erith and Birmingham depots are authorised to handle Dangerous Goods, all other depots are to seek advice.

Depots are responsible for the training of Dangerous Goods Drivers to the legal requirements and for ensuring that Dangerous Goods under the Regulations in vehicle above 3.5 tonnes (This 3.5t limit is applicable only until 2007 when all vehicles above the limits must comply) gross weight are transported only by ADR vocationally trained Drivers.

Depots are then responsible for ensuring that Dangerous Goods under the Regulations are carried in full compliance. The vehicle will come under the Regulations when total quantity of Dangerous Goods in packages in the load is above: -

(Transport Category 0) Any amount

PGI (Transport Category 1) 20 litres or kilogrammes

PGII (Transport Category 2) 333 litres or kilogrammes

PGIII (Transport Category 3) 1000 litres or kilogrammes



(Transport Category 4) No limit

Also, in the case of mixed Transport Categories, the most hazardous case should be taken, i.e. the limit for a mixture of PGII and PGIII (Transport CAT 2&3) would be 333 litres or kilogrammes.

If the vehicle is under the Regulations by virtue of the load quantity, Depots are responsible for ensuring that: -

The documents prepared by the Customer (Consignor) detailing the consignment information, and the written emergency information (Tremcard) – as described above – are carried on the vehicle while the goods are on the board.

The documentation should be placed in a clipboard to denote that it is a dangerous goods consignment.

The vehicle should be marked with black bordered reflective orange panels at front and back while dangerous goods are on board but removed as soon as no dangerous goods are being carried.

The vehicle must carry a 2kg and a 6kg fire extinguisher and a safety kit for the Driver to carry out any emergency instructions. (See Section 7 Safety & Emergency Equipment page 11)

Depots must ensure that dangerous goods are clearly identified and are handled safely, in accordance with these procedures.

They must ensure that Consignors who regularly ship dangerous goods have nominated an individual to contact on the telephone number provided.

Depots must ensure that insurers are notified of dangerous goods movements, and that adequate cover is obtained.



General Responsibilities

The Depot will maintain a co-ordinating and overall control function over the movements of dangerous goods.

In particular it will ensure that: -

- A nominated individual, normally the Duty or Night Manager, is available to oversee dangerous goods operations, and to give advice where necessary.

Dangerous Goods Driver Responsibilities

The Driver will handle dangerous goods safely at all times.

In particular, when working under the Regulations he will ensure that at all stages of the journey the documentation, vehicle marking and vehicle equipment are in compliance.

He will also ensure that: -

- The dangerous goods are securely stored on the vehicle, to prevent damage to the packages leading to possible leakage
- Where necessary, incompatible dangerous goods are segregated on the vehicle according to Regulations, to ensure that no dangerous reactions occur if the goods were to mix accidentally, from whatever cause
- Any damage or leaking packages are immediately reported and not loaded
- When collecting dangerous goods from a Consignor and after consultation with his Depot, damaged packages are not loaded to the vehicle if leakage might occur during journey
- Leaking packages must not be loaded



- Dangerous goods documents, as described above, must be available for transfer from one vehicle to the next as the consignment passes through the system.

Safety and Emergency Equipment

Vehicles will carry: -

- One 2kg and one 6kg, with a total of 12kg (Effective 2007) for the vehicle, fire extinguisher sealed to show they are unused, marked with the date of the next service
- Additionally, if travelling under Regulations the following are required:- Tool Kit – Wheel Chocks – Two Amber Flashing Beacons
- A safety kit for the Driver to carry out emergency instructions containing:- Helmet – PVC gloves (two pairs)
Eyewash Bottle (minimum 900ml) – Goggles – PVC boots – First aid kit

Depot Equipment

Depot will provide, in quantities suitable to the size of the Depot and the number of personnel involved, and located adjacent to areas where dangerous goods are stored or handled: -

- Fire extinguishers – dry powder type
- Eyewash bottles – mounted in prominent positions



- Sets of full protective equipment, i.e. PVC suits, hoods, boots, gloves and eye protection
- Absorbent spillage booms and pillows
- Absorbent granules
- Brushes and shovels
- Oversize open top-drums for disposal of contaminated soak-up materials
- Re-labelling materials

Depots should also provide water showers or sprays within reasonable distance of a dangerous goods area, with prominent direction signs.

Emergency Actions

In the event of leakage or spillage of Dangerous Goods, the first concern of everyone involved must be the prevent injury to people and damage to the environment.

General Procedure

- Report the incident immediately to the Supervisor
- Do not attempt to handle contaminated packages, or deal with spillages, without the necessary protective clothing



- If anyone is contaminated, immediately remove affected clothing and wash off quickly with a copious amount of cold water
- If the eyes are affected, wash out immediately with water for at least fifteen minutes
- Do not delay this emergency aid whilst waiting for medical assistance
- In both cases, send the person for medical examination and further treatment if necessary. Send Tremcard with casualty
- If the situation is very serious, or if the effects are likely to extend beyond the immediate site, send for the Emergency Services
- Prevent any dangerous goods from reaching drains or watercourses by using drain seals or bunding

Incidents at Consignor or Consignee Premises

Drivers must report damage, leakage or spillage immediately to the local Supervisor.

After that, because the occupiers of the premises are responsible in law for dealing with the incident, the Driver must act according to the Site instructions and procedures.



Incidents at Depots

Everyone must report damage, leakage or spillage immediately to the local Supervisor.

After that, follow local instructions and procedures, or otherwise the general procedure described above.

The Depot should seek advice from the Consignor through the contact telephone number before attempting to clear any contamination.

Incidents on the Highway

The Driver must assume control, and follow the general procedure described above, and follow any special instructions from the information in writing (Tremcard).

If possible, he should also seek advice from the Consignor through the contact telephone number.

If he is unable to control the situation, he must summon the Emergency Services.

He must report the incident as soon as possible to his Depot.

Permitted Goods

All hazardous goods are listed by UN number. For determination of UN number please refer to Appendix 2 of the current edition of Volume II of European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR).



The Channel Tunnel and I.M.D.G. quantities are different to the Road regulations and confirmation of what is acceptable on these modes of transport should be obtained from the relevant shipping line or the channel tunnel.

Limited quantity thresholds are available from your D.G.S.A (Alan Weeks 07980-856306). These vary dependant on the substance carried and receptacle and load size.

When operating international regulations through the Channel Tunnel the regulations at the rear of this booklet will apply whilst on the train.

If operating international on Ferries IMDG Regulations will apply (obtainable from the relevant shipping agent) whilst on the ferry

If operating UK normal ADR regulations will apply.