



## Yara Management System

Document type:

Vedlegg

Valid for Organization:

Salpetersyreområdet;  
Reagents Norway; BL Base  
Chemicals Norway; Ind  
Nitrates Norway

Valid for Location/Facility:

SSO - Generell

# Safety Protocoll

## Table of Contents

<b>1.</b>	<b>INTRODUCTION</b> .....	<b>1</b>
<b>2.</b>	<b>GENERAL INFORMATION ABOUT HERØYA INDUSTRIAL PARK</b> .....	<b>2</b>
2.1.	Security and access control .....	2
2.2.	Access to Yara Porsgrunn Multi loading station .....	3
2.3.	Road traffic at the site .....	3
2.4.	Emergency Plan for the nitric acid area .....	3
<b>3.</b>	<b>PRODUCT- and SAFETY-INFORMATION</b> .....	<b>4</b>
3.1.	Safety Data Sheets (SDS) .....	4
3.2.	Written instructions .....	4
3.3.	Personal Protection Equipment and Clothing .....	4
3.4.	Instructions to drivers .....	5
3.4.1.	Multi Loading Station (Ref SS-GD-09) .....	5
<b>4.</b>	<b>INFORMATION REGARDING OPERATIONS</b> .....	<b>5</b>
4.1.	Loading- and disharge –instructions .....	5
4.2.	Checklists for loading .....	5
4.3.	Technical specifications for transport equipment .....	6
4.4.	Roles and responsibility regarding ADR Chemicals .....	6
<b>5.</b>	<b>TRANSPORT DOCUMENTS AND CONTROL OF EQUIPMENT</b> .....	<b>6</b>
5.1.	Documents .....	6
5.2.	ADR –inspection .....	6

## 1. INTRODUCTION

This protocol summarizes important information regarding loading of ammoniawater, nitric acid and liquid CN at the Yara Porsgrunn facility in the nitric acid area.

The protocol has been established to outline the rules and regulations within Herøya Industrial Park and Yara Porsgrunn for the loading of products by Yara Industrial representatives (YI)

Document Owner:  
Karianne Lindalen  
Document ID:  
YMS0-134-2881  
Changes in this version:  
<Data required>

Approved by:  
Vidar Jarle Ersnes  
Version: 4.0

Approval Date: 2019-08-08  
Next Review Date: 2025-04-03  
A paper copy is an uncontrolled copy of the document

The principles of the documentation are based on the Yara "Product Stewardship" concept, and described in Yara HOPS 0-05; Product Stewardship and Yara HOPS 7-10; Safe loading and discharge at Yara sites.

The system has been established to clarify all the important elements related to handling and distribution.

Before loading and discharge it is of vital importance that this information is given to all the parties involved, to ensure that operational and safety demands are taken care of.

The regulations will ensure that all parties are aware of who is responsible for each activity.

This protocol is standard for Yara Porsgrunn. By signing the document, Yara Industrial is agreeing to be bound by the requirements to guarantee that the transporters they hire/use for transportation of products are aware of the same rules and regulations.

## **2. GENERAL INFORMATION ABOUT HERØYA INDUSTRIAL PARK**

All personnel at Herøya Industrial Park must know and act in accordance with regulations that have been established for the site.

The following procedures are especially relevant and are available on Herøya Industripark web page, see below.

In order to get access to Herøya Industrial parks procedures, send an email to [hip@hipark.no](mailto:hip@hipark.no) together with the name of the contact person for the company.

- HFO-04-100; Vakt og adgangskontroll (Security and access to the area)
- HFO-05-100; Trafikkregler (Traffic-regulations)
- HFO-05-101; Bruk av personlig verneutstyr ved ferdsel innenfor fabrikkområdet (Use of equipment for personal protection)
- HFO-05-102; Transport av farlig gods på vei (Transport of dangerous goods by road)

The transport provider has the responsibility of studying these procedures.

Herøya Industrial Park is an ISPS-terminal, -protected in accordance with the International ISPS-code (International Ship and Port Facility Security Code) of the International Maritime Organisation / United Nations

### **2.1. Security and access control**

All personnel who work or in other ways operate in the Industrial Park on a regular

basis must have a valid security clearance. Such clearance is given by the Herøya Industrial Park and is valid for 1,5 years before it must be renewed. Permits for vehicles are valid for 1 year.

Security clearance is required before a badge can be issued for use at the gates. The badge is required before drivers can be issued with a separate card to operate the Multi-loading Station. (See 3.4)

As Herøya Industrial Park is an ISPS Terminal, a specially marked badge is needed on the quays.

## **2.2. Access to Yara Porsgrunn Multi loading station**

To be allowed to load products in the Multi loading station, the driver must complete the following program:

- Safety induction, see [www.yaraporsgrunn.com](http://www.yaraporsgrunn.com) for further information.
- Multi loading station specific training.

Only drivers with full safety induction and specific training shall be allowed to access the Multi loading station area without any approval from the responsible operator.

If sending unauthorized driver, the following rules apply:

- An experienced driver must accompany the unauthorized driver.
- A request shall be sent to the responsible operator in the Multi loading station minimum one day prior to the loading with the following information:
  - Date for loading
  - Name of the drivers, both unauthorized and experienced
- An approval from the responsible operator must be obtained before entering the site.

## **2.3. Road traffic at the site**

Drivers visiting the Industrial Park will, - if they have the appropriate security clearance, be given a map of the site at the gate. If they have not been given security clearance, they must be escorted and cannot work alone. The map shows the different building numbers, where to load and permitted routes. The speed limit at the site is 30 km/h. Standard traffic regulations are in force in the Industrial Park

## **2.4. Emergency Plan for the nitric acid area**

The Multi-Loading Station, where ammoniawater, nitric acid and liquid CN are loaded, is part of the Nitric Acid Plant. The Emergency Plan for the nitric acid area (procedure L-SS-201) is therefore effective.

- Procedure: Nødplan SSO

All personnel in the Industrial Park must know the different alarm-signals that may sound (local alarm, plant alarm etc.). They must always know where assembly points are in case of an alarm (gas sealed room in building 17 in Nitric Acid area).

### 3. PRODUCT- and SAFETY-INFORMATION

#### 3.1. Safety Data Sheets (SDS)

Safety Data Sheets (SDS) are available for ammonia solution, nitric acid, CN solutions. Link to SDS: [Click here.](#)

Industrial Products has a responsibility to ensure that all vehicles are equipped with the relevant SDS.

#### 3.2. Written instructions

Written instruction in case of emergency shall be available in the truck. It is the drivers/Haulers responsibility that this is available in the truck. The written instruction, described in ADR-regulations § 5.4.3.4, shall be on the relevant language for the driver/country and may be found on DSB pages. Link to "[written instructions](#)" in different languages.

There are no written instructions for Liquid CN as these products are not classified as dangerous goods.

In the Multi-Loading Station shipping documents are issued from the computer when loading is completed.

#### 3.3. Personal Protection Equipment and Clothing

Procedure HFO-05-101 in Herøya Industrial Park; "Bruk av personlig verneutstyr ved ferdsel innenfor fabrikkområdet." describes the use of personal protection equipment. (See 2.1). Emergency hoods are available in the Multi loading station.

The procedure outlines the requirement to use such equipment within the Industrial Park. Standard equipment is a helmet and gas-mask for evacuation. This is also on the agenda in the safety/security clearance program. (See 2.1).

When entering the tank top, fall arrest system together with personal alarm shall be worn. Yara recommend use of personal fall arrest system. If that is not available then use the Yara provided system.

Procedure L-SS-202; Use of equipment for personal protection in the nitric acid area must also be complied with at the Multi Filling Station. Special shoes for protection and clothes that cover the whole body are described.

- Procedure: L-SS-202; Bruk av personlig verneutstyr i SSO

In addition knowledge of the following is required for corrosive substances that includes opening flanges, assembling/de-assembling blinds, hoses etc, the following equipment must always be worn:

- Safety shoes (as a minimum type EN 20345 S3)
- Rubber-gloves suitable for the substance
- Flame resistant clothing (ISO 11612-A1) together with PVC covered rain jacket and trousers
- Full mask with K2/B2-P3 filter to be used during outside operation (K2 for NH<sub>3</sub> and B2-P3 for nitric gases or alternatively ABEK1 CO NO Hg/St)

### **3.4. Instructions to drivers**

#### **3.4.1. Multi Loading Station (Ref SS-GD-09)**

Loading nitric acid, ammoniawater and liquid CN at the Multi-Loading Station is based on a “self- service” system. Self- service requires the drivers to be prequalified. This is in accordance with appendix 1 to SS-GD-09 (Operation of Multi Loading Station) The form is signed by the drivers and the representative from Yara Porsgrunn who is giving the training. Yara Porsgrunn must keep a list of approved drivers, and the drivers must be familiar with the content of SS-GD-09.

When training has been given, the driver will receive a card they can use to operate the station. The driver has access at all times, as long as they also have the safety/security clearance from the Industrial Park.

## **4. INFORMATION REGARDING OPERATIONS**

### **4.1. Loading- and discharge –instructions**

Operation of the Multi- Loading Station in Nitric Acid area is described in instruction SS-GD-09

### **4.2. Checklists for loading**

Checklists must be used and signed for all filling-operations.

As part of the checklist, the transport document shall be verified. If discovered that the transport document by an error does not contain the required information concerning product quality and loaded amount, the driver shall, if possible, remain logged into the system and contact the control room for assistance. The driver shall not leave the Multitapp area without a complete transport document. Any truck waiting for loading needs to wait until the problem is solved.

For nitric acid and ammoniawater the same check-list is used, -see appendix to the instruction SS-GD-9.

- Procedure: SS-GD-09

The driver will have to leave a copy of the cleaning certificate at the Multi Loading Station to be used by Yara for checks for verification of required cleaning prior to loading. The washing certificate will have to contain the truck registration number. The truck registration number shall also be added to the checklist for loading.

### **4.3. Technical specifications for transport equipment**

Yara is responsible as the "sender" for following up all transport-companies they hire/use, to make them aware of the regulations and ensure that all vehicles meet the technical requirements.

Routinechecks of vehicles and driver-documents, certificates etc is executed according to systematic inspection plan.

Vehicles checks at the gate are carried out on a random basis and if there are obvious defects.

### **4.4. Roles and responsibility regarding ADR Chemicals**

Regarding ADR chemicals Yara Porsgrunn execute following assignment on behalf of Yara Norway Commercial department:

- operation and maintenance of the Multitapp site
- training and approval of drivers to load at the site
- issue of waybill to follow the delivery to Yara customers

## **5. TRANSPORT DOCUMENTS AND CONTROL OF EQUIPMENT**

### **5.1. Documents**

When loading nitric acid, ammoniawater and liquid CN in the Multi-Loading Station, the driver uses his own card to activate self service. When loading is completed, shipping documents are printed automatically from a printer in the control room.

Safety Data Sheets (SDS) and written instructions shall be located in the vehicle.

### **5.2. ADR –inspection**

Checklists described in 4.2 covers all ADR-requirements