



Guidelines for the use of the European Cleaning Document

June 2004

1. Introduction

The uniform European Cleaning Document (ECD) has been developed by EFTCO, in co-operation with ECTA and Cefic, in order to satisfy the needs of both cleaning stations, transport companies and chemical companies. The ownership and the exclusive copyright of the European Cleaning Document are held by EFTCO.

The use of a uniform European document has important advantages for all parties involved:

- The fact that the same information is always at the same place on the cleaning document will facilitate its use by operators at loading points, by drivers etc.;
- The use of a unique numbering system will prevent falsification of the cleaning documents;
- The use of the EFTCO Tank Cleaning Codes will make it for everybody easy to identify and understand which cleaning operations have been carried out to clean the tank. The EFTCO Tank Cleaning Codes are currently available in 6 languages (E, F, D, NL, I, E) (see annex). This allows an easy translation of the information for all users of the cleaning document.

The National Cleaning Associations are responsible, at national level, for the translation, printing and distribution of the European Cleaning Document and for the allocation and supervision of the unique document numbers, in full conformity with the present Guidelines and the agreed format.

Only cleaning stations that have been SQAS assessed will be allowed by the National Cleaning Associations to use the European Cleaning Document.

2. Requirements for European Cleaning Document

The European Cleaning Document needs to meet the following requirements:

- The document should consist of minimum three coloured copies.
The following background colours should be used for the different parties:
 - white copy (original): for the next loading point
 - yellow copy: for the driver
 - blue copy: for the cleaning station
 - green copy: for the customer/transport company to be sent with invoice (*optional*).
- The size of the document should be A4 (portrait).
- The pre-printed headings should be printed **in blue** in the national language(s) and English
- The document should be technically protected against duplication by printing the EFTCO logo as a background on the document with the indication of 'original' on the white copy and of 'copy' on the yellow and blue copy, in such a way that if the document is copied the EFTCO background logo either disappears or becomes very dark or scrambled.
- The document should have the following pre-printed headings:
 - EFTCO logo and website address
 - Main title: European Cleaning Document
 - Unique document number preceded by the country code
 - Name, logo, telephone number and website address of the national cleaning association

- Box 1: Name, logo, website address and telephone number of the tank cleaning station
- Box 2: Customer reference number (*optional*)
- Box 3: Serial number or order number of the cleaning station
- Box 4: 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.
- Box 5: Identification numbers of the vehicle and of the tank, container or IBC
- Box 6: Indication of the nature of the product: liquid / solid / chemical / food (*optional*)
- Box 7: Identification of the next load to be carried (*optional*)
- Box 8: Identification of the previous load (per compartment)
 - For dangerous goods: UN number and proper shipping name, trade name or chemical name
 - For non-dangerous goods: trade name or chemical name
- Box 9: Description of the cleaning work that has been carried out (per compartment), using the EFTCO Tank Cleaning Codes and the corresponding descriptions (*optional*):
 - identification of what has been cleaned with success:
 - tanks (compartments)
 - accessories (hoses/pumps/outlets,...). For hoses the identification numbers of the cleaned hoses should be indicated if available.
 - cleaning agents that have been used
 - cleaning procedures that have been used
 - tests that have been carried out
 - handling of waste
 - extras
- Box 10: Additional services that were carried out, per compartment
- Box 11: Comments from the cleaning station
- Box 12: Name of person who carried out the cleaning (cleaner) (*optional*)
- Box 13: Date and time of registration upon arrival (Time in) (*optional*)
Date and time of the end of the cleaning operation (Time out)
- 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')."
- Box 14: Name and signature of person in the cleaning station who has controlled the cleaning
- Box 15: Name and signature of driver (*optional*)

Note: *The EFTCO definition of 'clean' is as follows: "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."*

When the cleaning was carried out according to the specifications of the customer, different from the EFTCO definition of 'clean', this should be indicated in Box11 under Comments.

3. How to complete the European Cleaning Document at the cleaning stations

The document should be completed at the cleaning station by 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 should be considered as invalid. In exceptional circumstances (e.g. failure of the computer system or the printer), it may be necessary 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 should be easily legible. Under comments (Box 11) the reason for the manual completion should be clearly explained. A stamp identifying the cleaning station should be put on the document that has been manually completed, in order to certify its authenticity.

No other stamps should be put on the cleaning document.