



Standard Operating Procedure (SOP)  
Terminal Services

Version 3.2 – February 2024

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## 1. Introduction

Hutchison Ports Duisburg provides container terminal services as well as auxiliary services. This document describes the Standard Operating Procedure (SOP) according to which the services are offered.

This document provides insight to our operations, processes, procedures and contact details and is updated and reviewed on regular basis. In case no deviations are agreed in written, this SOP is applicable in its full extend.

This document should be read in conjunction with other relevant rules, conditions and regulations that are applicable at Hutchison Ports Duisburg, i.e. (amongst others) the ISPS Code, AEO Regulations, Hutchison Ports Duisburg Terminal Rules, Traffic Regulations and the Term & Conditions EGS and Hutchison Ports Inland Terminals<sup>1</sup>.

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<sup>1</sup> [Terms & Conditions Hutchison Ports Europe Intermodal and Hutchison Ports Inland Terminals](#)

## 2. General Information

### 2.1. Contact details

Name: Hutchison Ports Duisburg GmbH  
Phone: +49 (0)203 80 90 60 (during office hours)  
+49 (0) 163 80 90 156 (during operational hours)  
Email: [Operations@hutchisonportsduisburg.de](mailto:Operations@hutchisonportsduisburg.de)  
(Terminal Planning & Control)  
Websites: [www.hutchisonportsduisburg.de](http://www.hutchisonportsduisburg.de)  
Visiting address: Office: Stahlinsel 9, 47138 Duisburg  
Gate In: Alte Ruhrorterstrasse 20-22, 47119 Duisburg

ISPS: 22.07.01-DU17  
AEO-F: DE/AEOF/115867

Public information according to §§ 8a and 11 Störfallverordnung (12.BImSchV) is available on our website [www.hutchisonportsduisburg.de](http://www.hutchisonportsduisburg.de).

Refer to the contact sheet on our website for a detailed telephone and email list:  
[www.hutchisonportsduisburg.de](http://www.hutchisonportsduisburg.de).



## 2.2. Working hours

Barge handling		24/7
Rail handling		24/7
Truck handling		Monday 06:00h – Saturday 06:00h 24h/day
Office hours	Terminal Planning & Control	Monday – Friday 05:30h – 18:30h
	Gate	Monday – Friday 05:00h – 21:45h
	Gate (DIYD)	Monday – Saturday 05:00h – 05:45h
	Depot	Monday – Friday 08:00h – 16:15h
	Container Repair	Monday – Friday 06:00h – 15:30h
Others		Weekends and national holidays open on request and availability. Surcharges apply.
Request of barge/rail timeslot		2 days before day of arrival (ETA - 48hrs)
Confirmation of barge/rail timeslot		1 day before day of arrival (ETA – 24hrs)
Data closing – export containers (all documents)		D-1 13:00h (16h prior to dispatch)
Cargo closing – export containers present at terminal:		D-1 17:00h (12h prior to dispatch)
Openings hours during holidays		<p>Terminal and office is closed during the following national holidays.</p> <ul style="list-style-type: none"> <li>- Christmas 24.12 14:00h until 27.12 06:00h</li> <li>- New Year 31.12 14:00h until 02.01 06:00h</li> </ul> <p>Terminal and office is closed during the following national holidays. Rail and barge handling possible only on request and availability. Surcharges apply. Operations stop from 22:00h prior to the national holiday and restart 06:00 h after the national holiday. Gate closes 45 minutes before operation stops.</p> <p>National holidays are:</p> <ul style="list-style-type: none"> <li>- Good Friday</li> <li>- Eastern (1<sup>st</sup> and 2<sup>nd</sup>)</li> <li>- Pentecost (1<sup>st</sup> and 2<sup>nd</sup>)</li> <li>- 1<sup>st</sup> of May</li> <li>- Ascension Day</li> <li>- Corpus Christi</li> </ul>

### 2.3. Terminal figures

Area:	17,9ha
Hafen:	Rhine, Vinckekanal km 780,76
Quai length:	800m
Quai draught:	Depending on actual water level of River Rhein, Pegel Ruhrort Refer to <a href="http://www.elwis.de">www.elwis.de</a>
Rail tracks:	2 x 750m (accessible via DB Netz Station Duisburg Meiderich track 241)
Stack capacity:	16.600 TEU
Portal cranes:	3
Reachstacker:	4 + 1 backup
Empty handler:	4
Terminal trucks:	6
Max. SWL	41t
Sizes	20ft-30ft-40ft-45ft, off-standard on request only



## 3. Truck handling

### 3.1. Terminal Access

Access to and from the Hutchison Port Duisburg is controlled by the so-called Cargo Card (Supplier: Secure Logistics). Drivers are required to show proof of identity with their Cargo Card and proper documents to gain access to the terminal.

Terminal access consist of three checkpoints:

- The Gate In where drivers check in by Do-It-Yourself-Desk (DIYD) or report at the counter. Terminal time starts at the moment the driver check himself in.
- At the gate-in barrier the TOS registers the gate in move of the container.
- At the gate-out barrier the TOS registers the gate out move of the container.

A Cargo Card can be requested online at:

<https://www.secure-logistics.nl/en/solutions/cargocard/apply-for-cargocard/>

Cargo Cards that have been received from Secure Logistics can be activated at the pre-gate area.

Truck drivers who cannot present a valid Cargo Card at the Gate In are offered the option to buy a single trip card at the counter, which is valid for one truck visit only. Payment only by valid (European) credit- and debit cards.

Enquiries can be made via [gate@hutchisonportsduisburg.de](mailto:gate@hutchisonportsduisburg.de)

### 3.2. Booking procedure (truck visit during Gate In opening hours)

A valid and confirmed booking must be made in order to collect or drop a container by truck at our terminal. This can be done by mail ([tpc@hutchisonportsduisburg.de](mailto:tpc@hutchisonportsduisburg.de)) or by EDI. The information should at least contain:

- Unit number
- Unit type (ISO code)
- Unit size
- Reference number
- IMO/ADR/RID class
- Nett weight of the unit
- Cargo

Please refer to our online container status service to check if the container is released for pickup.

### 3.3. Booking procedure (truck visit outside Gate In opening hours)

During night-time (22:00h – 06:00h), truck visits are possible only with a pre-notification, Cargo Card and DIYD. At latest 16:00h prior to the night of the truck visit an application form should be filled out and send to [gate@hutchisonportsduisburg.de](mailto:gate@hutchisonportsduisburg.de) (refer to appendix A).

Only after written confirmation of an order the truck driver can visit the terminal. Please refer to our online container status service (see paragraph 9.8) to check if the container is released for pickup.

Please note that no hazardous cargo (ADR) can be dropped off or collected during night-time. Containers containing waste on request only (documents must be issued electronically in advance).

### 3.4. Gate-in

The truck driver enters the premises and parks the truck at the truck buffer. Please note the specific lanes for empty and full containers.

All empty (depot) containers are checked by our checkers according to the IICL Standard (visual and photographs). For this, on request, the driver has to open the doors of the container. Only the first truck in the row will be checked because of safety matters.

For both full and empty tank containers a registration form needs be filled out by the driver and checker that shall be presented at the counter.

Flat containers will be checked by the checker for handlings with twist locks and if the cargo is secured properly. In case of doubt, the driver has to present a lashing document. If cargo is not secured properly the container may be refused.

At the Gate In the truck driver can register himself at the DIYD or at the counter.

A valid reference has to be presented at the Gate In. Without a valid reference a container cannot be dropped off, unless the trucking company has a valid "Temporary Storage"-facility at our terminal. Please refer to our "reference check" service at our website to verify the container has been released prior to the truck visit.

Containers and trucks are overlooked by CCTV at the Gate In.

### 3.5. Do it yourself desk (DIYD)

At the DIYD the truck driver can check and register the truck visit for:

- Picking up or dropping an empty container
- Picking up or dropping a full container

The DIYD will guide the truck driver through the process after which a route plan with driving directions is printed. The truck driver proceeds to the gate-in barrier.

Containers containing ADR/IMO goods or waste cannot be processed at the DIYD and are processed only at the counter. Also (empty or full) tank containers can only be processed at the counter.

No customs formalities are processed or checked at the DIYD. Customer and/or driver must at all times take care of any and all import and export formalities and customs formalities with respect to the container and is responsible to fulfil all obligations resulting out of these formalities.

### 3.6. Counter

The truck driver reports himself at the counter, handing over the information required (refer to the booking procedure) and/or ADR/waste documents.

The gate employee will verify driver's ADR-license, ADR-equipment and ADR-transport document. Failing ADR/IMO stickers can be obtained at the counter.

No customs formalities are processed or checked at the counter. Customer and/or driver must at all times take care of any and all import and export formalities and customs formalities with respect to the container and is responsible to fulfil all obligations resulting out of these formalities.



### 3.7. Gate-in barrier

Truck drivers can only physically enter the terminal if the Gate In process has been completed successfully. The truck driver presents the Cargo Card to the pedestal and access is gained to the premises.

### 3.8. Container yard

Arriving at the determined location on the yard, the truck is identified by the reach truck driver by the truck license number. After the container is loaded or unloaded the truck driver can proceed to its next location (showed at the route plan) or proceed to the gate out barrier.

### 3.9. Gate-out barrier

The truck driver presents the Cargo Card to the pedestal and can leave the terminal premises. A gate out is registered in the TOS at the moment the Cargo Card is accepted.

An interchange is registered electronically in the TOS, that can be send by email upon request via [tpc@hutchisonportsduisburg.de](mailto:tpc@hutchisonportsduisburg.de).

Containers and trucks are overlooked by CCTV at the gate out barrier.

## 4. Barge handling

The barge operator shall send a complete barge call request to [tpc@hutchisonportsduisburg.de](mailto:tpc@hutchisonportsduisburg.de) at least 48 hours prior to the estimated time of arrival (ETA) at Hutchison Port Duisburg.

The barge call request has to include the following information:

- Operator
- Barge name
- Barge contact details
- Call Sign
- ETA/ETD
- Move Count
- Complete list of container numbers including (per container):
  - size-type (ISO)
  - Full/empty
  - Origin / destination
  - total weight
  - IMO / UN / ADR information
  - Reefer connection required on terminal Y/N
  - Damaged Y/N

Requests for barge calls during weekdays shall be send at latest 48 hours before desired timeslot. Confirmation of timeslots at latest 24h before ETA barge.

Requests for barge calls during weekends (Saturday 06:00h until Monday 06:00h) shall be send at latest 48 hours before desired timeslot or at latest Thursday 12:00h (earliest moment applies). Request is based on availability and will be confirmed at latest Friday 12:00h.

Request for barge calls during national holidays shall be send at latest 7 days prior to the national holiday. Request is based on availability.

A stowage plan must send per email during office hours and at latest ATA rail – 3h to [platzmeister@hutchisonportsduisburg.de](mailto:platzmeister@hutchisonportsduisburg.de).

All empty containers will be checked according to the IICL standards (refer to Depot/Repa Section).

No customs formalities are processed or checked by our dispatchers. Customer and/or operator must at all times take care of any and all import and export formalities and customs formalities with respect to the container and is responsible to fulfil all obligations resulting out of these formalities.

## 5. Rail handling

Please check our website for the latest procedure according to the European Regulation 2017/2177.  
[www.hutchisonportsduisburg.de](http://www.hutchisonportsduisburg.de)

The rail operator shall send a complete train call request to [tpc@hutchisonportsduisburg.de](mailto:tpc@hutchisonportsduisburg.de) at least 48 hours prior to the estimated time of arrival (ETA) at Hutchison Port Duisburg.

The train call request has to include the following information:

- Operator
- Train contact details
- Train length
- Call Sign
- ETA/ETD
- Move Count
- Complete list of container numbers including (per container):
  - size-type (ISO)
  - total weight
  - IMO / UN / ADR information
  - Reefer that has to be connected

Requests for train calls during weekdays shall be send at latest 48 hours before desired timeslot. Confirmation of timeslots at latest 24h before ETA train.

Requests for train calls during weekends (Saturday 06:00h until Monday 06:00h) shall be send at latest 48 hours before desired timeslot or at latest Thursday 12:00h (earliest moment applies). Request is based on availability and will be confirmed at latest Friday 12:00h.

Request for train calls during national holidays shall be send at latest 7 days prior to the national holiday. Request is based on availability.

A stowage plan must send per email during office hours and at latest ATA rail – 3h to [platzmeister@hutchisonportsduisburg.de](mailto:platzmeister@hutchisonportsduisburg.de).

All empty containers will be checked according to the IICL standards (refer to Depot/Repa Section).

No customs formalities are processed or checked by our dispatchers. Customer and/or operator must at all times take care of any and all import and export formalities and customs formalities with respect to the container and is responsible to fulfil all obligations resulting out of these formalities.

## 6. Storage

Storage of containers is overall coordinated by the Terminal Planning & Control department ([tpc@hutchisonportsduisburg.de](mailto:tpc@hutchisonportsduisburg.de)). Within this department, the following sub departments reside:

- Quay-, rail track- and stack planning (TPC)
- Depot
- Container Repair

### 6.1. Full containers

#### 6.1.1. Non-hazardous Cargo

Full containers are stored at our yard in Südhafen according to the AEO and ISPS regulations. The area is controlled by fences, CCTV and barriers.

#### 6.1.2. Hazardous Cargo (ADR/IMO)

Hutchison Ports Duisburg can store hazardous goods containers in a dedicated depot on request. The possibility to store hazardous goods containers needs to be checked and approved at latest 2 hours before ETA (during office times TPC) .

The terminal will not accept the following hazardous good classes:

- Class 1, except for Subdivision 1.4
- Class 6.2
- Class 7

Hazardous goods labels can be purchased at the gate-in.

#### Intermodal containers

Transport bound containers can be handled and reside on the terminal up to a maximum of 24 hours. Outbound containers shall be dropped off at earliest 24 hours before ETA barge or train. Inbound containers have to be picked up at latest 24 hours after ATD barge or train.

Hutchison Ports Duisburg explicitly excludes liability for the timely pickup or drop off of containers. Customers will be informed when containers reside longer than 24 hours on our terminal. For containers that reside longer than 24 hours on our terminal, Hutchison Ports Duisburg reserves the right to transfer the container to its Dangerous Goods Area (DGA) without prior notice. Surcharges apply.

Allowed:

- IMO Class 1.4 S (except Class 1)
- IMO Class 2
- IMO Class 3
- IMO Class 4.1
- IMO Class 4.2
- IMO Class 4.3
- IMO Class 5.1
- IMO Class 5.2 (on request / limited, organic Peroxide)
- IMO Class 6.1
- IMO Class 8
- IMO Class 9

Not allowed:

- IMO Class 1
- IMO Class 6.2
- IMO Class 7

### Dangerous Goods Area (DGA)

Within the DGA containers contain hazardous cargo can be stored (longer than 24 hours). Storage of these containers is subject to availability and subject to limitations concerning UN-Number and amount. Please contact Terminal Planning & Control for the latest availability. Storage within the DGA is restricted to a maximum of 34 20ft slots and the UN list according to appendix B.

### 6.1.3. Waste

Containers containing waste with the following European Waste Codes (EWC) can be handled at Hutchison Ports Duisburg.

07 02 13 Plastic waste  
15 01 01 Packaging made from paper and cardboard  
15 01 02 Plastic packaging  
16 01 19 Plastics  
17 02 03 Plastic from demolition  
17 04 01 Copper, Bronze, Brass  
17 04 02 Aluminium  
17 04 04 Zinc  
17 04 05 Iron and Steel  
17 04 06 Tin  
17 04 07 Mixed Metal Scrap from demolition  
17 04 11 Electric wire exception belonging to 017 04 10  
19 10 01 Iron and steel waste  
19 10 02 Non-Iron metal scrap  
19 10 04 Shredder exhaust and dust exception 19 10 05  
19 10 06 Other shredder exhaust exception 19 10 05  
19 12 01 Paper and cardboard  
19 12 04 Plastic and rubber  
19 12 10 combustible waste (refuse derived fuel)  
19 12 12 other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11  
20 01 01 Paper and cardboard  
20 01 39 Plastics

The following restrictions apply:

- Only transport bound storage of 24 hours maximum
- Maximum of 64 handlings in total per calendar day
- Handling of maximum of 1.600 tonnes per day

Please contact Terminal Planning & Control prior to shipping to verify the availability of waste handling.

### 6.2. Empty containers

Transport bound empty containers are stored in our yard at area A or B (Südhafen). Inquiries related to empty containers via [tpc@hutchisonportsduisburg.de](mailto:tpc@hutchisonportsduisburg.de).

Empty containers stored in a depot are stored in our yard in area A or C. These areas are not entirely controlled by fences or barriers. Inquiries related to depot containers via [depot@hutchisonportsduisburg.de](mailto:depot@hutchisonportsduisburg.de).

### 6.3. Interim Storage

Hutchison Ports Duisburg offers the opportunity to customers to have a dedicated interim storage facility. This enables (truck) operators to drop off containers although a booking has not been verified completely (e.g. reference is missing) or (truck) operators need to have a container

temporarily stored for later pickup. Containers can be picked up again by truck or Hutchison Ports Duisburg, by order of the (truck) operator, can facilitate the transfer to the appropriate stack including the administrative process required.

The container remains under the supervision and control of the (truck) operator until all information required has been handed over to Hutchison Ports Duisburg and the administrative process has been completed. Hutchison Ports Duisburg accepts no liability whatsoever (e.g. detention). On request, Hutchison Ports Duisburg can send a list of containers present in the temporary storage to the (truck) operator.

## 7. Depot, Container Maintenance & Repair

### 7.1. Depot

Empty containers can be stored in depot at Hutchison Ports Duisburg. Our Terminal Planning & Control employees are able to monitor stock levels and manage FIFO of containers.

### 7.2. Container Maintenance & Repair

Our M&R Department ([repa@hutchisonportsduisburg.de](mailto:repa@hutchisonportsduisburg.de)) at Hutchison Ports Duisburg offers a complete depot service. The services include:

- Repair of box containers including the supply of materials required
- Sweeping of containers
- Cleaning of containers
- Labelling of containers
- Seal replacement
- Removal of equipment in GOH containers
- Equipping or removal of containers with flexi tanks including waste disposal

All inbound empty box containers coming in by truck, rail or barge are checked by skilled checkers according to the IICL and ACEP standards (note: tank containers, reefers and flats are not checked for M&R purposes). Containers are also checked for compliance to flexi tank standards but are not checked for compliance to food grade standards.

After a container has been checked, a cost estimate of the repairs required is send to the customer (per mail or EDI). After written approval of the estimate the container is repaired and then transferred to the empty depot.

Also on request we can facilitate PTI and repair of reefers. Please contact our M&R Department for further inquiries.

## 8. Local trucking

Hutchison Port Duisburg can provide local trucking services for the transport of containers to or from a location near the terminal (typically up to 10km). Services are offered 24/5 and during weekends based on request and availability, either as a shuttle service or per single trip.

An order shall be placed at latest 24h before ETA chassis at warehouse at the Terminal Planning & Control department with the following information:

- Address
- Container number
- Type/size
- Date and time of pickup/delivery
- Reference number if applicable

Our standard service includes:

- Docking of the chassis backwards at an (un)loading dock at the warehouse
- Doors closed and sealed

Upon request of the warehouse manager, doors can be opened (in presence of a warehouse employee) prior to docking the chassis when the following criteria are met and accepted in written:

- The warehouse facilitates our driver to work according to the local labour conditions legislation (e.g. drivers may not open doors of the container on a chassis when standing on ground level)
- Prior to opening of the container the seal is checked by an employee of the warehouse
- The warehouse indemnifies Hutchison Ports Duisburg from all liability in case of damages to container or cargo when driving backwards
- The warehouse indemnifies Hutchison Ports Duisburg from all liability that may result from customs formalities



## 9. Auxiliary Terminal Services

Several auxiliary services are offered at Hutchison Port Duisburg. On request services can be tailor-made; please contact the commercial department for inquiries ([sales@hutchisonportsduisburg.de](mailto:sales@hutchisonportsduisburg.de)).

### 9.1. Shifting of containers

On request shifting of containers is possible on truck, barge or train. Shifting container means repositioning of containers on the same truck, barge or rail wagon set.

### 9.2. Missing seals and labels

Hazardous goods labels and seals can be purchased at the gate-in.

### 9.3. Off-standard handling

On request, handling of off-standard containers is possible (rail, barge and truck). Inquiries via [tpc@hutchisonportsduisburg.de](mailto:tpc@hutchisonportsduisburg.de).

### 9.4. Weighing of containers (VGM/SOLAS)

Containers can be weighed to determine the Verified Gross Mass (VGM) according to the SOLAS regulation. A weighing order should be included in the booking. After weighing a certificate (PDF) is sent per email to the customer.

It is not possible to weigh non-intermodal containers (e.g. truck in – truck out).

### 9.5. Reefer containers

Reefers slots are available on request to accommodate storage of live reefers and depending on current availability (will be verified upon order). A request must at least contain the following information:

- Number of reefers and container numbers
- Desired storage duration including ETA and ETD terminal
- Settings

Upon connection and disconnection of the reefer to the reefer slot the setting is checked to the actual reading and logged by Hutchison Ports Duisburg. A report shall be send to the customer by email. In case of a power outage the customer is informed promptly and Hutchison Ports Duisburg will await further instructions. Monitoring of a connected reefer is not part of our standard service and could be made available on request for which a customer specific SOP will be drafted.

### 9.6. Gas measurement

Hutchison Port Duisburg facilitates gas measurement. Fumigation services are not allowed on the premises.

### 9.7. Removal or equipping of stowage material (e.g. GOH, flexi tank containers)

Hutchison Port Duisburg provides services for equipping or removal of stowage material from containers (e.g. Garments on a Hanger, Flexitanks). A work order shall be placed at least 5 days in advance to [repa@hutchisonportsduisburg.de](mailto:repa@hutchisonportsduisburg.de).

### 9.8. Online services

It is possible to check the status (e.g. release status) of a container prior to a visit to Hutchison Ports Venlo in order to verify the container is available for pickup, through our online service:

<https://status.hutchisonportsduisburg.de/>

### 9.9. Electronic Data Interface (EDI)

Upon request a tailor-made EDI connection can be realized in multiple programming languages (e.g. EDIFACT, XML/EDIFACT, JSON) to facilitate swift order processing and information exchange.

Amongst others, the following messages can be facilitated: APERAK, CODECO, COEDOR, CONTRL, COPARN, COPINO, COREOR, DESTIM, GATEIN, GATOUT, IFTMIN, IFSTA, MERC+, WESTIM, XML.

### 9.10. Payment

Services booked prior to a visit to the terminal are invoiced digitally (PDF). Services requested during a visit to the terminal shall be paid immediately by means of credit/debit card (no cash is accepted).

## 10. Additional Information

### 10.1. General procedures and regulations

Procedures are in place to mitigate foreseen and unforeseen situations, such as:

- (Thunder)storms
- Flood calamity
- Emergencies / calamities
- ADR/IMO
- Port Facility Security Plan

In addition, Hutchison Ports Duisburg has to comply with the following regulations:

- AEO
- ISPS
- Störfallverordnung (12. BImSchV)

Please note that in case of (un)foreseen situations and to comply with the regulation, measures have to be effected that may have an impact on terminal operations.

### 10.2. Terminal Rules

The Hutchison Ports Duisburg Terminal Rules, available through [www.hutchisonportsduisburg.de](http://www.hutchisonportsduisburg.de)<sup>2</sup>, are applicable on the entire premises. Hutchison Ports Duisburg withholds the right to refuse access to the terminal in case of failure to comply with these regulations and to update the regulations periodically. The latest version is applicable at all times.

### 10.3. Claims

Claims are to be sent to [claims-du@hutchisonportsduisburg.de](mailto:claims-du@hutchisonportsduisburg.de) after which the claim will be reviewed. Only after written confirmation of our claim department (including unique claim number) an invoice can be sent to Accounts Payable. Invoices on which a claim number is missing will not be processed.

### 10.4. Privacy policy

Reference is made to [www.hutchisonportsduisburg.de](http://www.hutchisonportsduisburg.de)<sup>3</sup> to obtain the latest version of our privacy policy. Hutchison Ports Duisburg withholds the right to update this policy. The latest version is applicable at all times.

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<sup>2</sup> [https://www.ect.nl/sites/www.ect.nl/files/documenten/publicaties/ect\\_decete\\_veiligheidsfolder\\_terminalordnung\\_1j\\_eng\\_2.pdf](https://www.ect.nl/sites/www.ect.nl/files/documenten/publicaties/ect_decete_veiligheidsfolder_terminalordnung_1j_eng_2.pdf)

<sup>3</sup> [https://www.ect.nl/sites/www.ect.nl/files/documenten/publicaties/datenschutzerklärung\\_decete\\_def\\_0.pdf](https://www.ect.nl/sites/www.ect.nl/files/documenten/publicaties/datenschutzerklärung_decete_def_0.pdf)

## Appendix A: Night-time truck handling application form

### NIGHT PRE-NOTIFICATION

**A VALID EXPORT- / IMPORTBOOKING  
OR DEPOTADVISE / -RELEASE IS REQUIRED**

Client name: \_\_\_\_\_  
 Date of truck visit: \_\_\_\_\_  
 to be announced until: Monday - Friday 16:00 h  
 Valid from: Monday - Friday 22:00 - 06:00 h  
 Mail this form to: [gate@hutchisonportsduisburg.de](mailto:gate@hutchisonportsduisburg.de)

	DETAILS FOR PICK UP	DETAILS FOR DROPPING
Unitnumber:	1.	1.
	2.	2.
	3.	3.
Size 20' / 30' / 40' / 45':	1.	1.
	2.	2.
	3.	3.
Type ISO Code:	1.	1.
	2.	2.
	3.	3.
Reference:		
Owner (empty):		
Trucking Company:		
Drivers name:		
Cargo Card ID:		
License plate truck:		

Name: \_\_\_\_\_

#### INTERNAL REMARKS HUTCHISON PORTS DUISBURG

Check, accepted:  Yes  No

Internal remarks:

Booking released:

*Not possible to pick up or drop off IMD / ADR / RID units from 22:00 - 06:00 h.  
 Agreements by phone / Announcements after 16:00 h will not be accepted.  
 Claims, damages and damages ~~cannot~~ be handled within this time - No management personnel available within these hours.  
 In using advises / Deviation from the procedure, which will occur problems within these hours will be at the responsibility of the client.*

## Appendix B: List of UN-Numbers allowed in the DGA

<b>Nr.</b>	<b>UN-Nr.</b>	<b>Nr.</b>	<b>UN-Nr.</b>	<b>Nr.</b>	<b>UN-Nr.</b>	<b>Nr.</b>	<b>UN-Nr.</b>
<b>1</b>	1089	<b>35</b>	1408	<b>69</b>	2045	<b>103</b>	2680
<b>2</b>	1090	<b>36</b>	1564	<b>70</b>	2051	<b>104</b>	2735
<b>3</b>	1093	<b>37</b>	1578	<b>71</b>	2056	<b>105</b>	2788
<b>4</b>	1105	<b>38</b>	1593	<b>72</b>	2058	<b>106</b>	2790
<b>5</b>	1106	<b>39</b>	1671	<b>73</b>	2076	<b>107</b>	2794
<b>6</b>	1114	<b>40</b>	1690	<b>74</b>	2078	<b>108</b>	2796
<b>7</b>	1120	<b>41</b>	1708	<b>75</b>	2079	<b>109</b>	2842
<b>8</b>	1123	<b>42</b>	1715	<b>76</b>	2209	<b>110</b>	2853
<b>9</b>	1127	<b>43</b>	1717	<b>77</b>	2211	<b>111</b>	2880
<b>10</b>	1134	<b>44</b>	1719	<b>78</b>	2215	<b>112</b>	2922
<b>11</b>	1135	<b>45</b>	1736	<b>79</b>	2218	<b>113</b>	2924
<b>12</b>	1148	<b>46</b>	1738	<b>80</b>	2226	<b>114</b>	2927 VP II
<b>13</b>	1157	<b>47</b>	1751	<b>81</b>	2251	<b>115</b>	2929 VP II
<b>14</b>	1159	<b>48</b>	1755	<b>82</b>	2253	<b>116</b>	2984
<b>15</b>	1170	<b>49</b>	1759	<b>83</b>	2259	<b>117</b>	3028
<b>16</b>	1173	<b>50</b>	1760	<b>84</b>	2276	<b>118</b>	3077
<b>17</b>	1193	<b>51</b>	1779	<b>85</b>	2281	<b>119</b>	3082
<b>18</b>	1198	<b>52</b>	1789	<b>86</b>	2289	<b>120</b>	3250
<b>19</b>	1203	<b>53</b>	1802	<b>87</b>	2291	<b>121</b>	3259
<b>20</b>	1208	<b>54</b>	1805	<b>88</b>	2303	<b>122</b>	3264
<b>21</b>	1219	<b>55</b>	1809	<b>89</b>	2304	<b>123</b>	3265
<b>22</b>	1221	<b>56</b>	1813	<b>90</b>	2312	<b>124</b>	3267
<b>23</b>	1223	<b>57</b>	1814	<b>91</b>	2323	<b>125</b>	3272
<b>24</b>	1230	<b>58</b>	1823	<b>92</b>	2325	<b>126</b>	3295
<b>25</b>	1247	<b>59</b>	1824	<b>93</b>	2348	<b>127</b>	3453
<b>26</b>	1261	<b>60</b>	1836	<b>94</b>	2363		
<b>27</b>	1263	<b>61</b>	1873	<b>95</b>	2491		
<b>28</b>	1274	<b>62</b>	1918	<b>96</b>	2518		
<b>29</b>	1280	<b>63</b>	1919	<b>97</b>	2520		
<b>30</b>	1289	<b>64</b>	1950	<b>98</b>	2524		
<b>31</b>	1294	<b>65</b>	1993	<b>99</b>	2529		
<b>32</b>	1307	<b>66</b>	2014	<b>100</b>	2531		
<b>33</b>	1350	<b>67</b>	2015	<b>101</b>	2619		
<b>34</b>	1405	<b>68</b>	2022	<b>102</b>	2672		