

## **Hazardous Goods Guidelines for Suppliers to the Company MÜPRO Services GmbH**

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### 1. General Information

Hazardous goods are materials, substances and items that may be dangerous to humans and the environment when handled incorrectly. Such materials are either not allowed to be transported and stored at all or are only permitted to be transported and stored in certain quantities and/or specific packaging. Regulations such as the German Chemicals Act (*Chemikaliengesetz*) and the German Ordinance on the Transport of Dangerous Goods (*Gefahrgutverordnung*) define which materials, substances and items are classified as hazardous. The dangerous goods regulations contain a list of approx. 3000 hazardous goods, generic entries and the precise transport designation and UN identification number of the product being sent. MÜPRO places extremely high value on maintaining a consistent and complete chain of information in order to protect humans and the environment and avoid potential dangers and their consequences.

### 2. Purchase Requisition

MÜPRO must receive a written confirmation of order for each order placed. The Supplier must provide details of any dangers posed by the ordered product in this document. When doing so, the Supplier must act in accordance with current regulations on hazardous goods and strictly comply with these regulations. Prescribed documents such as material safety data sheets must be provided with the confirmation of order in German and English.

The Supplier must also inform MÜPRO about all further documents and data required, for example the option of removing a small amount of the product from its original box, possible repacking options and the shipment volume from which goods are deemed to be hazardous or reduced quantities.

MÜPRO expects its Supplier to produce and provide the necessary documents for hazardous goods and shipment markings (labels and other markings) in the required national languages for further transportation to the end customer. This expectation applies regardless of whether the goods are shipped from MÜPRO's location in Hofheim-Wallau, Germany, or from the Supplier directly to the end customer.

The Supplier agrees to transport orders of hazardous goods directly to MÜPRO's end customer. When doing so, the Supplier is responsible for the correct completion of the transportation and compliance with export and customs regulations and regulations on hazardous goods. MÜPRO will only produce the required export documents and pass the necessary recipient details on to the Supplier. MÜPRO reserves the right to use its own forwarding agent for the transportation of the goods.

### 3. Delivery Regulations

Shipments must be declared to the responsible warehouse staff before being unloaded. During this process, the required transportation and hazardous goods documents must be handed over to the responsible warehouse manager or his/her representative together with the corresponding up-to-date material safety data sheets. The unloading of the shipment cannot be approved until these documents and the shipment on the lorry have been checked. The shipment will be examined in order to check whether the boxes delivered and the individual packing units contain the corresponding hazardous goods labels and to ensure that the labelling is not inconsistent with the information in the documents and the shipment shows no external signs of damage. It is essential that the vehicle used to delivery hazardous goods to

MÜPRO is equipped to carry hazardous goods. The acceptance of the goods can be refused in the case of violation or disregard of the regulations on hazardous goods.

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