

# Pilot Coating Center Guide for visitors and deliveries



# Dear customers,

We would like to help you achieve the best possible results while conducting coating trials at the Pilot Coating Center. Therefore, please read carefully the following information on the supply and delivery of materials for the trial as well as your personal participation in the trial.

We are looking forward to your visit!

The BASF Pilot Coating Center team

## Contents

### Page 3:

#### **1. Delivery of sample materials for the trial**

- 1.1 Calculation of the amount of material needed
- 1.2 Delivery of primary and small components as well as powder goods
- 1.3 Delivery of paper reels

### Page 4:

- 1.3 Delivery of paper reels (continued)
- 1.4 Requirements for product labeling and Safety Data Sheets

### Page 5:

- 1.5 Entry and delivery at the Ludwigshafen plant
- 1.6 Deliveries from non-EU countries

### Page 6:

#### **2. Your participation in the coating trial**

- 2.1 Visitor entry
- 2.2 Safety instructions

### Page 7:

#### **Delivery address and BASF contact person**

# 1. Delivery of sample materials for the trial

## 1.1 Calculation of the amount of material needed

As each coating trial is a little different, please discuss the amount of material that will be required with your contact person for the trial. We will help you calculate realistic quantities for the entire trial process.

## 1.2 Delivery of primary and small components as well as powder goods

The primary components of the coating colors need to be delivered in reusable containers (for example IBCs). Small components need to be secured to pallets, for example by means of shrink wrap.

### Permitted packaging:

<b>Bottles</b>	<b>capacity 0.5 to 3 liters</b>
<b>Canisters</b>	<b>capacity 3 to 30 liters</b>
<b>Barrels with lids, plastic</b>	<b>capacity 30 to 200 liters (as of 60 liters, secured to a pallet)</b>
<b>IBC reusable containers</b>	<b>max. capacity 1,000 liters; total weight max. 2,000 kg</b>



Please do not use bunghole drums because it is very difficult to remove products from them.



Please do not exceed the above mentioned allowable capacity and weight to ensure that materials can be unloaded by forklift.

Powder goods need to be delivered in sacks of max. 25 kg. We are not set up to handle big bags (FIBCs). Materials delivered in FIBCs will have to be transferred to other containers, which will incur additional costs for you.

## 1.3 Delivery of paper reels

Permitted dimensions for paper reels:

<b>Diameter:</b>	<b>max. 145 cm</b>
<b>Reel width:</b>	<b>max. 80 cm</b>
<b>Core diameter:</b>	<b>76 mm, 100 mm and 150 mm</b>

**Paper reels are to be clearly labelled with the product name (see item 1.4), properly packaged and loaded as described below:**

If the materials fill up the entire truck loading area, the paper reels should be placed horizontally instead of standing upright (see Fig. 1).

(Fig. 1)



(View from above)

# 1. Delivery of sample materials for the trial

## 1.3 Delivery of paper reels (continued)

If the truck loading area is only partially filled, the paper reels need to be placed upright towards the rear where they should be arranged in slightly staggered rows in parallel to the longitudinal axis of the vehicle (see Fig. 2). Please do not place the reels down the middle (see Fig. 3), because we are not able to unload them from this position.

(Fig. 2)



(View from above)

(Fig. 3)



(View from above)

## 1.4 Requirements for product labeling and Safety Data Sheets

All products must be clearly labeled with the product name (e.g. "trial product XXX").

The identifier used to label the product has to be the same as the product identifier on the enclosed Safety Data Sheet.



BASF plant security will reject the delivery of products without corresponding Safety Data Sheet. At the world's largest chemical site, very strict guidelines apply for hazard prevention and for safe traffic.

# 1. Delivery of sample materials for the trial

## 1.5 Entry and delivery at the Ludwigshafen site

Entry for the delivery of goods is at Gate 11.

To enter the site, all delivery persons must carry the following items:

- helmet, high-visibility vest, S3/S4 safety shoes
- bill of lading / bill of delivery with clear address of the recipient of the goods (for Pilot Coating Center delivery address see page 7)



If the accompanying paperwork is incomplete, BASF site security will refuse access.

The German road traffic regulations have to be followed on site.

Unloading at the plant:

- Pilot Coating Center, **building G210**
- Unloading hours are from **Monday to Thursday from 7:00 a.m. to 2:00 p.m.**



Goods can be unloaded only between these hours.

We use standard forklifts and forklifts outfitted with paper roll clamps to unload the materials. If the material is shipped in an ISO container (20 or 40 foot), delivery has to include a sidelifter.

## 1.6 Deliveries from non-EU countries

For delivery of materials from countries outside the EU, the following documents must be presented at the gate. These should be forwarded to us in advance in PDF form, including the customs documents. If you would like BASF to arrange for customs clearance on your behalf, please use the **Incoterm DAP**.

### Required documents:

#### 1. Pro forma invoice with the following information:

- full BASF billing address
- full BASF delivery address (see page 7)
- description of the goods including number of paper reels, net and gross weights and the product value
- if the delivered material is for a trial, it is also possible to state “samples without commercial value” under product value
- company seal and signature

#### 2. Declaration of origin (if applicable)

#### 3. CMR note



If the accompanying paperwork is incomplete, BASF site security will refuse access.

## 2. Your participation in the coating trial

### 2.1 Visitor entry

Visitors to the Pilot Coating Center should use **Gate 2**. The visitors' parking lot is located directly across from Gate 2.

To enter the plant, **sign in at security with your identification (e.g. ID card)**. You should already be preregistered by your contact person for the trial.

### 2.2 Safety instructions

The BASF Group has committed to meeting the objectives of the chemical industry's "Responsible Care" initiative. Therefore, measures undertaken to act responsibly with respect to the environment, health and safety also apply at the Pilot Coating Center.

- Your contact person will inform you about **important safety regulations** before the beginning of the trial. You need to comply with these at all times.
- **Safety shoes** are required to enter the coating center.  
We will provide **safety glasses as well as hearing protection** on site.
- For safety and hygiene reasons, you should wear **work clothing**.
- Documentation: Visitors are **prohibited from taking photographs or videos** on the premises of BASF SE and at the Pilot Coating Center. We will of course document the trials for you.

## Delivery address

BASF SE  
Department E-EDE/FC  
Building G 210 / Pilot Coating Center  
67056 Ludwigshafen  
Germany

Entry at Gate 11

Delivery hours:  
Monday – Thursday from 7:00 a.m. to 2:00 p.m.

**Please provide us with detailed information about the materials being delivered in advance and as soon as it is available. This will reduce waiting times to a minimum!**

## BASF contact person

Volker Scharffenberger  
volker.scharffenberger@basf.com  
Tel. +49 621 6049643  
Fax +49 621 606649643  
Mobile +49 172 7491912

Christian Brand  
christian.brand@basf.com  
Tel. +49 621 6049173