

Cylinder Return Instructions

This document outlines the procedures for returning empty (Residue: Last Contained) liquefied gas cylinders to Diversified CPC International.

While it is the intent of Diversified CPC International to make the process as convenient as possible, it is the alternate responsibility of the shipper, i.e., the customer returning the cylinders, to ensure that they are appropriately labeled and marked. Further, the shipper is responsible for preparing a proper bill of lading, offering the appropriate emergency response information, and offering appropriate placards to the carrier.

For assistance, contact:

Customer Service
1-888-237-6765

Step-by-Step Instructions

Please Note: Preprinted bills of lading, product labels, and replacement cylinder caps, valve plugs or caps, can be obtained by contacting Diversified CPC International Customer Service.

1. Take Precautions

When handling liquefied gas cylinders, use appropriate caution and personal protective safety equipment, including hard hat with safety glasses, gloves, and safety shoes.

2. Check the Cylinders

Ensure each cylinder is empty (Residue: Last Contained)

Package Preparation

Prior to shipping, all cylinders must be checked to ensure the following:

- ◆ There are no leaks from valves, gauges, etc.
- ◆ All valves are securely plugged or capped.
- ◆ There are no unsafe dents or gouges on the container.
- ◆ The foot ring is in serviceable condition.
- ◆ Valve protective cap or collar is in place and in serviceable condition.

3. Label the Cylinders

Required Labels

- ◀ **Product Labels:** A product information label must be on the cylinder or attached to the cylinder valve cap. For reference, Diversified CPC International includes the Proper Shipping Name, Hazard Class, and the United Nations (UN) product identification number, as required.
- ◀ **Hazard Labels:** A 4" by 4" standard hazard diamond must be affixed on the cylinder near the proper shipping name on the product label or attached to the valve cap.



4. Prepare Paperwork

Emergency Response Information

Emergency response information must be provided along with each shipment. The shipper must ensure that the carrier has a copy of the latest version of the Emergency Response Guidebook, a product Safety Data Sheet, or has the appropriate emergency response information available to the driver via another method.

Additionally, a 24-hour emergency response telephone number must be provided in the event of an emergency involving the hazardous material.

Bill of Lading

A regular bill of lading can be used to transport returnable cylinders. If other nonhazardous materials are being shipped on the same bill of lading, the cylinders must be listed first on the bill of lading, or the HM (Hazardous Material) column must be checked for each item being shipped that is a hazardous material. Empty (Residue: Last Contained) cylinders are considered to be hazardous.

Ship To

Ship all returnable Diversified CPC International cylinders to:

Diversified CPC International
24338 W. Durkee Road
Channahon, IL 60410

Please Note: Only cylinders belonging to Diversified CPC International will be accepted.

6. Prepare & Ship the Cylinders

- ◆ Hazmat labels and markings on the package must be visible and legible.
- ◆ Cylinders must be loaded and transported in the upright position.
- ◆ Packages must be properly blocked and braced in the trailer to ensure they do not shift during transit.
- ◆ For shipments greater than **1,000 lbs.** total gross weight, the appropriate placards must be offered to the driver.
- ◆ When transporting hazardous materials with a n.o.s. (not otherwise specified) or generic description of material, include the technical or chemical name immediately following the Proper Shipping Name.

What Happens Next?

Upon receipt, each return shipment will be inspected to ensure that the valve cap and/or bonnet is attached and that the cylinder and valves are undamaged. If a shipment is unacceptable, the shipper will be contacted by Diversified CPC International.

Please Note: The information and recommendations contained herein are presented in good faith and are believed to be correct. Diversified CPC International, however, makes no representations as to the completeness or accuracy of this information.

5. Select a Carrier

If less than 15,000 lbs. gross weight is being returned, cylinders must be shipped **Freight**

Prepaid. If suitable arrangements cannot be made, call 1-888-237-6765 for help in finding an LTL carrier.

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