



Cylinder Return Instructions

Introduction

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 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.

If you need assistance, contact customer service: (888) 237-6765

Safety Precautions

Appropriate caution and personnel protective safety equipment, including hard hat with safety glasses, gloves, and safety shoes, must be used when handling liquefied gas cylinders.

Package Preparation

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

- There are no leaks from any 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.
- The container is properly labeled.

Required Labels

Product Labels: A product information label must be on the cylinder or attached to the cylinder valve cap. For reference, Diversified CPC 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.





Emergency Response

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.

Paperwork Preparation

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.

Carrier Selection

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

If suitable arrangements cannot be made call (888) 237-6765 for help in finding an LTL carrier.

Addresses/Paperwork

Ship all returnable Diversified CPC cylinders to:

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

NOTE: Only cylinders belonging to Diversified CPC will be accepted





Shipment Preparation

- 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 that they do not shift during transit.
- For shipments greater than 1000 pounds 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.

Other

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. In the event that a shipment is unacceptable, the shipper will be contacted by Diversified CPC.

Preprinted bills of lading, product labels, and replacement cylinder caps, valve plugs or caps, can be obtained by contacting Diversified CPC Customer Service (888) 237-6765.

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

