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Title: Packing and Closing Instructions

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Form
AUTHORING SITE: PM-Haverhill
AFFECTED SITES:
TITLE: Packing and Closing Instructions

Electronic Signatures

Signed by	Meaning of Signature	Server Date (dd-MMM-yyyy HH:mm z)
McCarthy Brian M237854	Management Approval	22-Apr-2021 17:58 CEST
Gilbert Geoffrey M239620	Management Approval	22-Apr-2021 21:24 CEST
Christopher Seth M292852	Quality Approval	23-Apr-2021 22:01 CEST

Per Combination Testing. Instructions for packing 5 liter (1.32 gallons) or smaller metal container (bubbler/ampoule) including organometallic / pyrophoric liquids / solids. To facilitate proper return of containers once usage is complete retain and preserve all packaging materials. Contact EMD **Electronics** (EMD **EL**) customer service with any questions: 978-374-5200.

Getting Started:

1. Only DOT 49 CFR trained, and certified individuals may prepare and ship hazardous materials.
2. Ensure correct DOT Proper shipping name, UN number, and hazard classification are used. Found within Safety Data Sheet section 14.
3. **DO NOT** dispose of packaging materials that were sent with the Container. For a list of packaging materials to be reused, see *Parts Required*.
If you have any questions or concerns, please contact EMD EL customer service: 978-374-5200. Thank you for your cooperation!

Parts Required and Tool(s) needed:

Received metal container	Nitrogen filled bubble wrap sheets. (See Below)	2" wide, 3 mil gauge transparent tape
7-gallon pail (UN 1A2/X30/S) - Cleveland Steel Container (CSC)	Polypropylene absorbent sheets (PP Sheet)	<ul style="list-style-type: none"> • PPE as required by job safety analysis • Cut resistant gloves • Website for additional return and closure instructions: https://www.emdgroup.com/en/expertise/semiconductors/services/container-return.html
Matching pail lid and ring CSC	2 narrow width zip tie band	
Plastic Bag 4 mil thickness	Double wall fiberboard box (UN 4G/X29/S)	

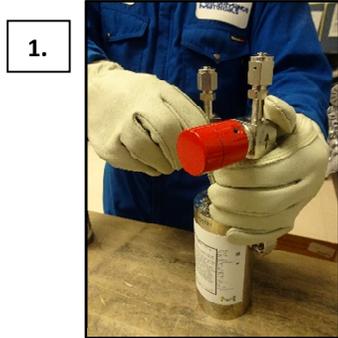
Prior to returning container to EMD **EL**, please follow the steps listed below:

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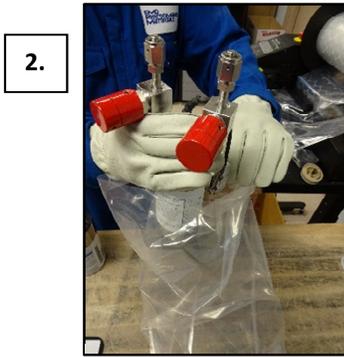
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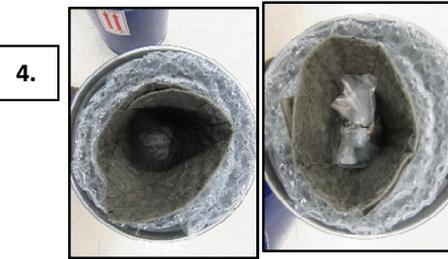
Step 1: Ensure container surface is free of contamination. Ensure GHS Product label is legible on container. **Note:** If container/packaging label is lost or damaged, request new label from EMD **EL**.



Step 2: Ensure all container valves are closed. Ensure all endcap VCR fittings are closed per Site Form: **Closure instructions for Container Valves and Fittings (20422066)**. Place container into plastic bag zip tie close.



Step 3: Complete Customer Return Container Condition form. Obtain original 7-gallon pail. Line the floor of pail with 2 short sheets of nitrogen bubble wrap on top of each other. Place 2 PP sheets on top of bubble wrap each folded at corners.



Step 4: Place a long-spiraled sheet of nitrogen filled bubble wrap in the pail, place PP sheets inside the bubble wrap then place container in the center. Packing materials should keep container firmly in the center upright position



Step 5: Fold over the PP Sheet at the top to completely envelope the container with PP sheets. Add additional PP sheets as necessary.



Step 6: Place 1 to 3 short nitrogen bubble wrap sheets on top of container, to secure container from movement once lid is in place.



Step 7: Don a pair of cut resistant gloves. Place Leverlock ring over pail lid – Confirm "UP" indicator is in correct orientation on ring. Place over pail and while using downward pressure on pail lid secure Leverlock Ring. Apply tamper evident zip-tie to Leverlock. Affix fully completed Customer Return Container Condition Form on the outside of the pail or box (Step 8).



Step 8: Double check to ensure that all shipping information on return packaging matches the material inside the container to be returned. Place pail inside of box. Close box and seal with 2-inch transparent tape evenly across both top panels and down sides about 3 inches.

APPROVAL

Review, approvals and signatures for this document will be generated electronically using the EDMS. Print a « CONTROLLED » copy if a hardcopy with signature verification is required.

REFERENCES & ATTACHMENTS

Website: <https://www.emdgroup.com/en/expertise/semiconductors/services/container-return.html>



For each Effective version, Document owner will raise IT ticket to request upload of new version to this website.

REVISION HISTORY

The latest effective version content is written in black, standard letters (Verdana, 9 pt.). *Changes to the previous effective version content are written in blue, italic letters.* A complete document history is available in the EDMS. A summary of revision changes is tabulated below.

Revision #	Description of change
<i>5.0</i>	<i>Updated from EMD Performance Materials (EMD PM) to EMD Electronics (EMD EL)</i>
4.0	In Parts required section, changed reference for 4G box from X30 to X29 due to update of combination package test results.
3.0	In top section: <ul style="list-style-type: none"> Updated references to combination package testing In Parts required section: <ul style="list-style-type: none"> Corrected 2 inch wide tape from 3 inch wide tape UN Rating of Fiberboard box Referenced new website In Step 2: <ul style="list-style-type: none"> Referenced 2 zip ties, closure of the bag and list plastic bag and closure instructions for valves and fittings References & Attachments Section <ul style="list-style-type: none"> Added Website to include upload location Added requirement to upload after each revision In History Section: <ul style="list-style-type: none"> Added History 1.0 section to reference old eDoc number.
2.0	<ul style="list-style-type: none"> Updated references from SAFC to EMD Performance Materials (EMD PM). Updated all instructions in new format
1.0	<ul style="list-style-type: none"> eDoc PROC-HVR-FORM-047048 migrated to Mango Doc ID 20295283

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