

## **CYLINDER RETURN PROCEDURE ( VIA FEDEX PRP PROGRAM)**

Dear Customer:

Spectra Gases, Inc. has partnered with FedEx Ground and their valued PRP Return Program for the return of your empty gas cylinders to our facilities in Alpha, NJ. Please follow the instructions below when preparing to return your empty cylinders. It is important to the success of this program that these instructions be followed completely and accurately.

### **Procedure for Returning Empty Gas Cylinder(s) via the FedEx Ground PRP Return Program:**

- Step 1:** Remove the return labels from the pouch labeled “Return Shipping Labels” located on the gas cylinder. Each pouch will have one FedEx Ground PRP label, three Return Cylinder Sealing Tape labels, one FedEx Ground OP-900 (Hazardous Materials) label and one copy of the FedEx Ground OP-950 (Hazardous Materials Certification – Page # 738318). *Only prepare one set of labels at a time if you have multiple cylinders to return!*
- Step 2:** Enter your address in “From” (top) section of the FedEx Ground PRP label.
- Step 3:** Place the return cylinder into the shipping carton (the original package the cylinder was received in). *If you flattened your carton for storage purposes, use two of the Return Cylinder Sealing Tape labels for the bottom of the carton.*
- Step 4:** Seal the top of the carton with the remaining Return Cylinder Sealing Tape label.
- Step 5:** Carefully remove the Spectra Gases, Inc. shipping label from the original shipping carton.
- Step 6:** Place the completed FedEx Ground PRP label on the side of the carton with the Hazmat labels (already on the carton) above the Fluorine label. *Keep the top part and back of the PRP label for your receipt and tracking purposes.*
- Step 7:** Affix the OP-900 (Hazardous Materials) label to the bottom the carton, under the arched Compressed Gas, N.O.S. label.
- Step 8:** Complete the FedEx Ground OP-950 (Hazardous Materials Certification) page by filling in the date (top center) and entering in the Tracking I.D. (this is the 15 digit # on the PRP label) of the cylinder(s) being returned. Each pouch has a copy of the OP-950; however, if returning more than one cylinder, only one OP-950 is required to be completed. Please ensure you enter the correct Tracking I.D. on the correct line of the OP-950 or the FedEx Ground driver **will not** pick up your return package(s).
- Step 9:** If you are returning multiple cylinders, repeats steps 2 to 8 for each return package.
- Step 10:** Call FedEx Ground (1-888-777-6040) to schedule a commercial pick-up. Have your FedEx Ground PRP receipt available in case the FedEx employee needs the PRP account number (Shipper Number) for the pick-up. The account number can also be located on the OP-900 (Hazardous Materials) label and on the OP-950 (Hazardous Materials Certification) page under the “Shipper Number” heading.
- Step 11:** Give the driver the completed copy of the OP-950 (Hazardous Materials Certification) page # 738318.

### **Important Information:**

- Remember to save the shipping carton that your order comes in for returning the cylinder(s) back to Spectra Gases, Inc.
- Only put labels on one cylinder at a time. The correct Hazardous Materials labels must go on the same cylinder and be in the order on the box as the order of the labels on the cylinder.
- If you have any questions concerning the preparation or shipment of your return cylinders, please call the Spectra Gases, Inc. shipping department at (908) 454-7455 Ext. 5222.

Spectra Gases, Inc. hopes you find the PRP Return Program as valuable a tool as we do and thanks you in advance for your cooperation.

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