

# CYLINDER RETURN INSTRUCTIONS

All cylinders from DOCK are reusable and can be returned for reuse.

## Cylinder return policy:

Once you have received your order, please retain the UN drum/cardboard box and inner packaging. Once you have completed the use of the product, please take following actions to return the cylinders to Dockweiler Chemicals GmbH at the appropriate location.

## Cylinder repacking procedure & checklist:

Details for steps 1-10 are given on the following pages. This should be your final checklist to make sure everything is according to regulations

### STEP 1

Make sure that the valves are in a closed position.  
Install end caps on the ports. Ensure that all valves and caps are securely closed.



### STEP 2

Place the cylinder in a plastic bag.



### STEP 3

Make sure that the drum/cardboard box is approved according to dangerous goods regulations.  
This requirement is fulfilled if the package is marked with an "X", which indicates suitability for packing groups I, II and III. The number after the "X" specifies the maximum gross weight allowed for the package.



**STEP 4**

Place cylinder in original drum/cardboard box.

**STEP 5**

Fill the drum/cardboard box with vermiculite bags.

**STEP 6**

Complete the separately provided Cylinder Return Form (PDF form). Retain two copies and place the original inside the container. Along with the return form copy, include the following information:

- a) Quantity of cylinders

Insert all required documents into an envelope and place it on top of the drum.

**STEP 7**

Replace the lid on the container and secure it by engaging in the clamping lever.

**STEP 8**

Apply required labels as shown in the photo.



**STEP 9**

Ensure that the drum is labeled with the appropriate danger goods class and transport labels, including the "This Side Up" label.

**STEP 10**

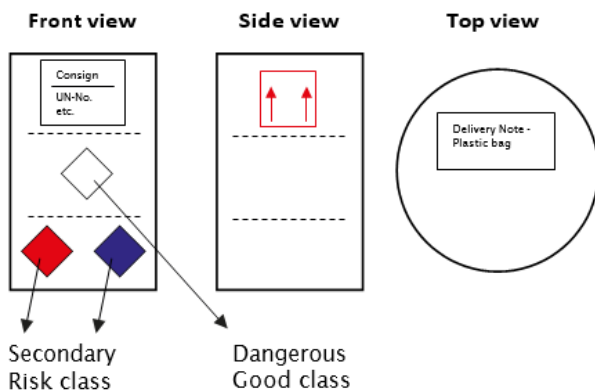
Make sure that cylinders shipped together are properly segregated.



**STEPS 4 to 10** for cardboard boxes



**Container labeling/steel hob bocks and/or fiber drums**



**Important contact and shipping Information for "EUROPE"**

<p><b>Labels</b></p>	<p>All required labels can be ordered at:          Dockweiler Chemicals GmbH          Phone: +49 (0)6421-3963-95          Fax: +49 (0)6421-3963-96          E-Mail: <a href="mailto:logistics@dockchemicals.com">logistics@dockchemicals.com</a></p>
<p><b>Transport information</b></p>	<p>Transport via carrier is authorized to carry dangerous goods.          Transport details to be announced in advance to:          Dockweiler Chemicals GmbH          Phone: +49 (0)6421-3963-80          Fax: +49 (0)6421-3963-81          E-Mail: <a href="mailto:logistics@dockchemicals.com">logistics@dockchemicals.com</a></p>
<p><b>Sent to</b></p>	<p>Consignee: Dockweiler Chemicals GmbH          Attention: Mario Sommer (Logistics Coordinator)          Phone: +49 (0)6421-3963-95          Emil-von-Behring-Straße 76, Görzhäuser Hof, M 217, 35041          Marburg, Germany</p>
<p><b>Transport documents for dangerous goods</b></p>	<p>Required documents          Road/Rail transport          ADR-declaration Instruction in writing according to ADR</p>
<p><b>Cylinder Return Form</b></p>	<p>Please send the completed Cylinder Return Form, which is as separate PDP file to:  <a href="mailto:returneu@dockchemicals.com">returneu@dockchemicals.com</a></p>

# Cylinder Return Form

Please fill out all required fields, attach the form to the drum and send it by email to: [returneu@dockchemicals.com](mailto:returneu@dockchemicals.com)

<b>Reason for return:</b>		
PO No.:	DWC PO No.:	
Product:	CAS No.:	Required. If unknown, please specify.
Cylinder serial number:	Remaining quantity:	
Special remarks:		

**Used process gas:** (please mark with a cross)

Nitrogen (N<sub>2</sub>):      Hydrogen (H<sub>2</sub>):      Argon (Ar):      Unknown:  
Others:      specify:

**Pressure inside the cylinder (relative to atmosphere - 1013 hPa | 760 Torr):**

Above atmospheric pressure:      Below atmospheric pressure:

**During cylinder operation:**

Air entered:      yes      no

Leakage detected:      yes      no

**Please provide name and email of the responsible person in your organization:**