

# Cylinder Return Procedure

## Shipping Cylinders Back to Voltaix

- Cylinders must be in good condition and should not have been involved in a fire
- Follow cylinder prep requirements (next page)
- Cylinder packaging by customer must comply with DOT requirements
  - ⇒ Cylinders must be secured properly before shipment (this includes palletizing, over-packing, or securing to cylinder cage, etc.) to protect the cylinder and to provide means to secure it to the truck bed or shipping container
  - ⇒ Liquids in cylinders having PRD's are prohibited from being laid down for shipment
- Customer provides details on shipment (carrier, ship date, bill of lading, etc.) to Voltaix (this applies to return goods, return of customer-owned cylinders for refill, and return of empty Voltaix cylinders)
- Customer assures proper blocking and bracing of cylinders if shipped in dedicated container

## Return Goods Authorization— Only to Return Full or Partially Filled Cylinders for Credit

- Customer requests approval to return cylinders—exact amount of contents must be known
- Customer does not ship cylinders until RGA is issued to customer



## Return of Empty Cylinders— Not for Refill

- Cylinder must be at or below atmospheric pressure (DOT "empty")
- Cylinder checklist is not required

## Return of Empty Cylinders— for Refill

- Customer must complete a cylinder checklist (QF7.13.00.002) and forward to Voltaix sales
- Customer includes a copy of the cylinder checklist with the shipment



# Cylinder Return Procedure

## Cylinder Prep for Shipping



1. Tighten valve closed using specified torque



2. Use plastic tie or metal wire to secure valve handle in closed position



3. Close dust cap by hand



4. Use torque wrench to tighten to prescribed setting



5. Screw cylinder cap in place by hand

## DOT Labels and Markings

Hazardous labels and markings must comply with DOT requirements.



Product label showing product hazards



DOT hazard diamonds

# Cylinder Return Procedure

## Cylinder Packaging—Secure to Pallet



Strap single cylinder to wood support



Multiple cylinders only one layer high



Use shaped spacers if cylinders are more than one layer high

## Cylinder Packaging—Other than Pallet

Over-pack cylinder in sturdy wooden crate and use fill material to protect cylinder and fill void



Secure cylinders to steel cylinder cage

