



# RETURN PROCESS: REFILLABLE SYSTEMS

The proper handling and return shipping of Polyset® Refill cylinders is crucial for job site safety and trucking load safety.

- Please complete the Bill of Lading (BOL) that comes with each cylinder set as it includes vital information for the return process of the cylinders once they are empty. A BOL is included in each A-side cylinder collar. Only one (1) BOL is required per shipment.
- See page 2 for an example BOL with highlights and comments.
- Some of the information will be available from you, the contractor/returner of the empty cylinders.
- Some of the information will be gathered from the ICP Customer Care team, once they are notified that there is a request being made to have empty cylinders returned.
- All information is to be filled out by the returner, and to be input on the BOL by the returner.
- Contact is made with the designated carrier by the customer/returner.
- Invoicing of the return will be to ICP Building Solutions Group.
- Once ICP receives the empty cylinders, the deposit on the cylinders will be returned.
- Should you have questions or need assistance, contact your local Polyset representative.

Below is the process for completing a BOL for a safe and proper return of empty refill cylinders.

1. Once the Polyset 17 Gallon Cylinders are empty, bring them off the roof to the ground.
2. Empty cylinders are to be placed on a pallet and then shrink wrapped for shipping back to ICP (*no more than 9 cylinders to a pallet*).
3. Use the provided BOL (A-side cylinder collar) and input the INFORMATION NEEDED:
  - Your company name      ▪ Number of cylinders to be picked up:
  - Date                              - Quantity of both A and B cylinders
  - Pick up Address              - All serial numbers of cylinders being returned
4. CALL ICP CUSTOMER CARE at 330-753-4585, Press 1 and notify that you have an Empty Cylinder Return.
  - Provide the company cylinders were purchased from, i.e. name of OEM or distributor purchased from.
  - ICP Customer Care will provide the CUSTOMER NUMBER that is to be placed at the top right-hand corner of the BOL.
  - ICP Customer Care will provide the WEIGHT of shipment, to be input by customer.
  - ICP Customer Care will provide the CARRIER and contact information. Customer to place at the top left-hand corner of the BOL.
5. CUSTOMER is to call provided CARRIER and schedule pickup.



Proper palletizing and shrink-wrapping to be made ready for return shipment to ICP facilities. Make sure all safety caps and fittings are secured, and all valves are turned into CLOSED position.



Collars are NOT to be utilized for load bearing or rigging for lifting to rooftop.

Polyset Refill Cylinders are to be load bearing on bottom surface of cylinder. Pallet lifting is recommended, making sure to secure load properly for lifting. It is the sole responsibility of the roofing contractor and/or lifting company to safely lift products consistent with industry standards and practices.

## SYSTEM 17/27, 60/100 RETURN BILL OF LADING ORIGINAL - NOT NEGOTIABLE

Name of Carrier Customer to input - Provided by ICP Customer Care

Bill of Lading/RGA Number : fill in only if issue with chemical. Request return. ICP will provide

RECEIVED, subject to individually determined rates or contracts if applicable, otherwise to tariffs, classifications and rules generally maintained by the carrier and generally available to the shipper at charges to be deemed reasonable.

Customer # : Customer to input - ICP will provide Acct #

Date : Customer to Input

FROM Customer to Input Custome Name Returning

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

The property described below, in apparent good order, except as noted (contents and conditions of contents of packages unknown) marked, consigned and destined as shown below, which said carrier agrees to destination, if on its route, otherwise to deliver to another on the route to destination.

CONSIGNED to ICP ADHESIVES & SEALANTS

STREET 11715 BOUDREAUX ROAD

CITY TOMBALL STATE TX ZIP 77375

Phone Number: 330.753.4585 Press 1 Email: Customercare@icpgroup.com

Handling Units	*	Kind of Packages	WEIGHT
No. Type	Haz. Mat	Description of Articles	(Subject to correction)
		Special Marks and Exceptions	
CYL	X	RESIDUE LAST CONTAINED: UN3500 Chemical Under Pressure n.o.s. (Fluorinated Hydrocarbon, Nitrogen) 2.2 NMFC 41160200 Class 60	
<u>Input by Customer</u>		CYLINDER A SERIAL NUMBER: <u>Input by Customer</u>	<u>ICP Customer Care will provide</u>
<u>Input by Customer</u>		CYLINDER B SERIAL NUMBER: <u>Input by Customer</u>	<u>ICP Customer Care will provide</u>
		EMERGENCY RESPONSE GUIDE NO. 126	
		<b>EMERGENCY RESPONSE CHEMTEL PH 800.255.3924 (ChemTel Contract # MIS8543914)</b>	

**ATTN CARRIER, SPECIAL INSTRUCTIONS:**

Receiving hours Mon - Fri 8 am 11:30 am and 12:00 pm - 3:30 pm (closed from 11:30-12:00) CST.

**Freight Bill To:**

ICP A&S c/o Recon Logistics  
Suite 270, 384 Inverness Parkway  
Englewood, CO 80112

Shipper Certification	Carrier Certification
This is to certify that the above named materials are properly identified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.  Per: _____	Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the Department of Transportation emergency response guidebook or equivalent document in the vehicle.  Per: _____

\* Mark "X" to designate Hazardous Materials as defined in Department of Transportation Regulations governing transportation of hazardous materials. Use of this column is an optional method to identify hazardous materials per 49 C.F.R. #172.201 (a) (1) (iii). When shipping hazardous materials, the shipper's certification Section 172.204 (a) of the Department of Transportation regulations must be shown on the bill of lading, unless a specific exception is provided in the Regulations.

Shipper Per \_\_\_\_\_ Carrier Per \_\_\_\_\_ Date \_\_\_\_\_

