

## REMEMBER:

### **SEND ONLY!**

The main mercury units.

### **DO NOT!**

Send inflations systems, wall brackets, casters, bases, baskets, or other accessories.

### **DO NOT!**

Send damaged and/or broken units or units that are leaking mercury.

### **ALWAYS!**

Seal each mercury unit in two polybags with bubble wrap and cushioning bags.

### **NEVER!**

Place more than 1 mercury unit in a carton.

### **ALWAYS!**

Replace all 3 of the inner cartons back into the outer case **EVEN** if less than 3 units are being returned.

*(The cartons add rigidity to the case and minimize the risk of damage in transit.)*

### **DO NOT!**

Strap or band multiple cases together.

### **DO NOT!**

Re-use the outer case if it is damaged, torn, or crushed.

*Ship via UPS prepaid, ground service*

**ONLY!**

**No other carriers may be used for the return of the mercury exchange program.**



55 Commerce Drive, Hauppauge, NY 11788

1-800-ADC-2670

www.adctoday.com

# INSTRUCTIONS

## for the Proper Packing and Shipping of the ADC Mercury Return Kit

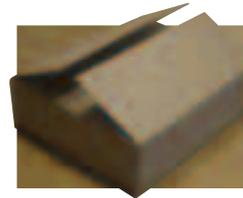
(p/n 985)



### **IMPORTANT NOTE:**

Failure to follow the proper packing and shipping instructions for mercurial return kits could result in mercury leakage during transit. The shipper will be responsible for all costs, penalties, and fines associated with cleanup of mercurial spills that resulted from improper packing or shipping methods. Failure to adhere to these Packing and Shipping Instructions will result in fines, probationary periods, and/or termination of participation in the program, depending on the severity of the situation as determined by ADC.

Contents: The enclosed mercury return kit is designed to allow the safe return of up to 3 mercury units. The kit contains the following:



1 Outer Case  
(p/n 92-985-00)



3 Inner Cartons  
(p/n 92W79-00)



6 Poly Bags  
(p/n 9141-00)



6 Bag Closures  
(p/n 985CLOSURES)



Cushioning Bags  
(p/n 93-5X8AIRBAG)



4 ft. Bubble Wrap  
(p/n 93-BUBBLWRAP)

1 Return Label  
(p/n 943X8985RET-01)



1 Blank Label  
(p/n 9423-00)

Note: If you are missing any parts DO NOT proceed!  
Contact our Customer Service department at 1-800-ADC-2670 to obtain replacements.

# PACKING INSTRUCTIONS:

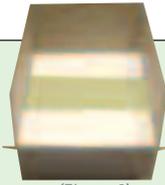
## Follow the procedures below to ensure proper packing:

You will be sealing each mercury unit in TWO polybags with bubble wrap in between, then placing ONE only in each of the 3 inner cartons for a MAXIMUM of 3 per outer case.

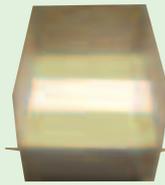
1. Remove the inflation system, basket(s), rod, and base from all mercurial units before packing and dispose of in accordance with local regulations. ADC will ONLY accept the main mercurial units for return.
2. Remove each of the 3 inner cartons from the outer case.
3. Starting with one inner carton at a time, open and remove the contents (2 polybags, 2 closures, bubble wrap, and supplied cushioning bags)
4. Put ONE mercurial unit in first polybag and seal it with supplied closure.
5. Wrap the bubble wrap around the mercurial unit and secure with adhesive tape. This will help prevent the port connector from puncturing the second polybag.
6. Enclose the wrapped mercurial unit in the second polybag. Seal the polybag with the supplied closure.
7. Place the double poly bagged and wrapped unit inside the inner carton.
8. Arrange the cushioning bags to protect the unit from excessive shifting. We suggest you line the interior of the inner carton with the cushioning bags before closing the inner carton.
9. Close the carton by tucking the flap inside, as shown. (Figure 1)
10. Repeat steps 3-9 with up to 3 units.
11. Replace each of the 3 inner cartons in the outer case no matter how many units are being returned.



(Figure 1)



(Figure 2)



(Figure 3)



(Figure 4)

### IMPORTANT INNER CARTON POSITIONING:

Always pack all three of the inner cartons back into the outer case EVEN if fewer than three units are being returned.

The three inner cartons stabilize the outer case to reduce the chance of damage to the contents in transit.

The master case can hold a minimum of 1 unit and a maximum of 3 units. ALWAYS return all 3 inner cartons even if one or two of them are empty.

- IF ONLY RETURNING ONE MERCURIAL UNIT use the middle carton and fill in the outer cartons with supplied packing materials for added stability. (Figure 2)
- IF RETURNING TWO MERCURIAL UNITS use the cartons on the outside of the case and fill the middle carton with supplied packing materials for added stability. (Figure 3)
- IF RETURNING THREE MERCURIAL UNITS use all three cartons as instructed above. (Figure 4)
- SEAL THE OUTER CASE USING APPROVED CARTON SEALING TAPE.

# SHIPPING INSTRUCTIONS:

## Follow the procedures below to ensure proper shipping:

1. Carefully place the blank label OVER the original shipping label on the outside of the outer case.
2. Carefully place the return address label to Bethlehem Apparatus over the blank label.
3. Ship via UPS Prepaid, Ground Service ONLY. No other carriers may be used for the return of mercury instruments under the mercury exchange program.

### PLEASE NOTE THE FOLLOWING:

**SEND ONLY:** The main mercury units.

**DO NOT:** Send inflation systems, wall brackets, casters, bases, baskets, or other accessories.

**DO NOT:** Send damaged and/or broken units or units that are leaking mercury.

**ALWAYS:** Seal each mercury unit in two poly bags with a layer of bubble wrap in between and cushioning bags on the outside.

**NEVER:** Place more than 1 mercury unit in an inner carton.

**ALWAYS:** Replace all 3 of the inner cartons back into the outer case EVEN if less than 3 units are being returned. (The inner cartons add rigidity to the outer case and minimize the risk of damage in transit.)

**DO NOT:** Strap or band multiple outer cases together.

**DO NOT:** Re-use the outer case if it is damaged, torn, or crushed.

ADC will ONLY accept the main mercurial units for return.



Acceptable items for Return



Unacceptable items for Return

You should dispose of these accessories in accordance with your own non-hazardous waste disposal policies.

For larger mercury returns (more than 50 UNITS AT A TIME), or questions regarding the proper packaging and shipping of these items, please contact our

Customer Service Department at 1-800-ADC-2670.