

# SHIPMENT GUIDELINES



## MSDS or MCR Requirement

Material Safety Data Sheets are required by OSHA 29 CFR 1910.1200 - Hazard communication, also known as "right to know". MSDS's are made available to workers/users of materials that have a MSDS or which have health and safety risk properties that make a MSDS necessary. Return Logistics International Corporation requests MSDS's when available as part of our waste review and approval process. MSDS's often provide formulation and other data about your waste.

If you are sending consumer packaged products that do not have MSDSs, RLI will accept package inserts and or a completed Material Characterization Request Form (MCR).

The MSDS or a MCR is designed to supply Health, Safety, Spill & response information. This is why we ask for a MSDS or a completed MCR.

## FFS Agreement

A signed Fee-For-Service Agreement is required prior to shipping material to Return Logistics International (RLI). Contact Brian Stenz at (561) 279-0094 to inquire about engineering a Fee For Service Agreement.

## Customer Managed Delivery

### Shipment Methods

#### Parcels

All parcel shipments should be shipped using a company where your package(s) can be tracked. (EX: UPS, FEDEX, DHL) USPS can be if you select Express Mail.

When sending parcel shipments, ensure that the boxes are durable, properly sealed and properly labeled. The issued RON needs to be on the outside of each package.

#### Less Than Truckload (LTL)

Any LTL carrier can be used for transporting pallet sized orders or larger. Senders should be aware that LTL shipments cannot be sealed and will make multiple stops prior to reaching RLI.

When sending LTL shipments, ensure material is properly palletized, securely wrapped or banded, and properly labeled. Each pallet should be labeled with the destination and the sender's name and addresses, RON and approval numbers. Shipment documentation should include RLI's and sender's name and address, RON, number of pallets, total weight of shipment.

## Dedicated Truckload

Any carrier can be used for transporting dedicated truckload shipments.

When sending dedicated truckloads, ensure material is properly palletized, securely wrapped or banded, and properly labeled. Each pallet should be labeled with approval numbers. The dedicated truck should be sealed with a tamper evident numbered seal. Shipment documentation should include the destination and sender's name and address, seal number, RON, number of pallets, total weight of shipment.

## Preshipment Notification

A Return Order Number (RON) is required for each shipment. To obtain an RON, contact Kimberly Jackson. To help expedite the process, please have an inventory or Approval number of the materials you are sending. Prior to issuing an RON, RLI will review the shipment inventory. Inventories must have at minimum:

- Approval Number or Product Code
- Description, and if applicable, strength
- Quantity including unit of measure

You should also indicate the number of pallets or boxes and the total weight of the shipment.

The RON that is issued to you must be visible either on the packages or on the Bill of Lading (BOL). RLI may refuse a shipment that does not have an RON.

## Preshipment Preparation

Sender should prepare shipment by properly packaging, labeling and documenting material that has been approved for shipment. All material approved should be enclosed in the same shipment. Do not send any material that has not been approved.

## Labeling

Correct labeling ensures safe handling and processing of materials. In general, please use the following guidelines:

Each movable unit must be labeled. A movable unit may be defined as a:

- Box
- Drum
- Cubic yard box (Gaylord) or bag (super-sack)
- Palletized and shrink-wrapped set of boxes or drums of same approved material

- Labeling must include the following on each unit:

The words "nonhazardous" or "non-RCRA regulated" , name of the waste(s) contained within the individual unit, as it appears on the approval list , and corresponding RLI approval number(s)

- If the packaging container has any additional markings or labeling from previous use which are not applicable to the waste, you may either: completely cover or remove the markings/labels, or place a label on the containers to be reused which states:

"This container is being reused for packaging purposes only. The original label is not representative of the contents of the container."

## **Shipment Documentation**

Unless arrangements are made with the destination facility to go direct, all shipments should be sent to:

**Return Logistics International  
22 Artley Road  
Savannah, GA 31408  
912-748-5100**

Parcel orders do not require a BOL. The carrier's shipping label will be sufficient. For LTL and dedicated truckloads, the sender may use their own BOL or RLI's transportation manifest.

If you use your own BOL make sure the following information is on it:

## **Transportation Manifests**

After a delivery is scheduled, RLI can provide Clients with a Transportation Manifest completed with the following information:

- Sender's name, address, phone number, contact name
- Destination's name, address, phone number, contact name
- RON
- Seal Number (if applicable)
- Number of Pallets
- Weight of Pallets

The Transportation Manifest must be signed by the sender. Shipments must conform to all applicable federal and state regulations as well as the conditions specified in the FFS Agreement.

A section is reserved on the Transportation Manifest, that serves as a Certificate of Destruction. This section is signed by the destination facility and the completed document returned to the Client's shipping location or other location indicated by the Client on the manifest.

## **Bill of Lading (BOL)**

A client and/or transporter may use their own Bill of Lading. In this case, the client/transporter completes their form using the information on the RLI Transportation Manifest.

If you have any questions regarding manifesting please contact Kimberly Jackson for assistance @ 912-748-5100 x.303.

## **RLI Managed Pick-Up**

### **Scheduling**

When scheduling a pick-up, please have the following information available:

- Inventory with appropriate approval numbers
- dates of pick-up (preferred and secondary)
- time of pick-up (range of hours)
- necessary addresses (billing and Pick-up locations)
- directions to location of pick-up (specific detail for transporter)
- contact name and phone number at the location of pick-up (for the transporter)
- miscellaneous site specific information to assist in successful pick-up and delivery of waste
- primary, secondary and after hours contact information for delivery discrepancies or emergencies

Kimberly Jackson or Roshima Bell will call the Client pick-up location to confirm scheduled dates and times.

### **RLI's Transportation and Disposal Points of Contact:**

Kimberly Jackson  
Transportation & Disposal Manager  
Phone: (912) 748-5100 x 303  
Fax: (912) 748-5102  
Email: kimberly@returnlogistics.com

Alternate:  
Roshima Bell  
Environmental, Health & Safety Manager  
Phone: (912) 748-5100 x 304  
Fax: (912) 748-5102  
Email: roshima@returnlogistics.com