COVID-19 Vaccine Shipper and Logger Return Instructions

Current as of February 12th, 2021
Softbox Thermal Shipper Return Process Overview

**Shipment Received**

1. Confirm Receipt of Return Label

**Prepare Shipper for Return**

2. Remove all Dry Ice from Box
3. Secure Controlant Logger in Box
4. Seal Box with Transparent Tape
5. Use Blank Label to Cover Dry Ice Hazard Labels

**Shipper Picked Up**

6. Apply Pre-printed Labels
7. Arrange for Pick Up(s)

- **Box(es) Picked Up**
- Box(es) should be readily accessible for logistics partner at prearranged time of pickup.

Each shipment will include a blank label inside the Thermal Shipper. Shipments performed by an express carrier* will include a return label (airway bill).

Follow the provided guidelines for handing dry ice safely.

Make sure the Controlant logger (e.g., internal logger) is put back in place inside the box where it was positioned at delivery.

Ensure tape is NOT covering the UN label on the top right of one of the box’s sides.

Cover Dry Ice UN1845 Markings & Diamond Shaped Class 9 as the box no longer has dry ice.

Ensure Return Label and Proforma Invoice are applied to the correct locations on the box.

Click on the link in the Controlant email to request a pickup. This email includes the quality report that’s necessary for tracking each box.

*DHL Express, UPS Small Parcel, FedEx

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Softbox thermal shipper return process – label prep

A. Cover Dry Ice Indicators
Cover the Dry Ice UN1845 markings and diamond-shaped Class 9 hazard label on the thermal shipping container with the blank labels
See green square on the right to indicate labels/markings to cover

B. Apply Return Label
Apply the pre-printed return shipping label over the existing shipping label
See blue square on the right to indicate existing shipping label to cover

C. Proforma Invoice
Apply the label containing necessary information for customs clearance (proforma invoice)
See purple square on the right to indicate open area for proforma invoice
Controlant will arrange for needed documentation upon pickup request

D. Battery Dangerous Goods Label (UN3481)
Because the Controlant logger is included in the return, the UN3481 dangerous goods label should remain visible.
See orange square on the right to indicate battery label, DO NOT COVER
Dry Ice safe handling guidelines

**FACTS ABOUT DRY ICE**

Dry ice is the frozen form of carbon dioxide. When heated, most frozen solids melt to a liquid form, but dry ice transforms directly into a gas (sublimation). Dry ice sublimes at temperatures at or above -109°F (-80°C).

The main hazards of dry ice include asphyxiation and burns. Use of dry ice in confined spaces (small rooms or walk-in coolers) and/or poorly ventilated areas can result in depletion of oxygen resulting in asphyxiation. Exposed skin should be protected from contact with dry ice. To ensure appropriate controls are in place, review the enclosed Safety Data Sheet (SDS) and consult with your EHS/Occupational Health department.

**GENERAL SAFETY GUIDANCE FOR DRY ICE**

- **DO NOT TOUCH - AVOID EYE CONTACT**
  Use insulated gloves when removing or adding dry ice to prevent cold burns and frostbite. Avoid contact with face and eyes. Consider wearing safety glasses.

- **DO NOT EAT**
  Dry ice is harmful if eaten or swallowed. If ingested, seek immediate medical care.

- **DO NOT STORE IN CONFINED SPACES**
  Dry ice changes to a vapor very rapidly at room temperature displacing oxygen. Only use dry ice in open or well-ventilated areas.

- **DO NOT PLACE IN AIRTIGHT CONTAINERS**
  Airtight containers may explode as dry ice rapidly expands to a vapor when exposed to temperatures above -109°F (-80°C).

**VENTILATION**

At room temperature (including most cold storage temperatures), dry ice becomes carbon dioxide vapor which may cause difficulty breathing or suffocation. If dry ice has been in a closed area, trailer or container for more than 10 minutes, open doors and allow adequate ventilation before entering. Leave area containing dry ice if you start to pant and breath quickly, develop a headache, notice that your fingernails or lips start to turn blue, or experience other symptoms of asphyxiation. These signs can indicate that you have inhaled too much carbon dioxide. Carbon dioxide is heavier than air and accumulates in low, poorly ventilated spaces.

**BURN TREATMENT**

Dry ice may cause cold burns to the skin. Seek medical care as directed by the SDS.

**DISPOSAL**

Once dry ice is no longer needed, open the container and leave it at room temperature in a well-ventilated area. It will readily sublime from a solid to a gas. DO NOT leave dry ice in an unsecured area. DO NOT place in drain or flush in toilet. DO NOT dispose in trash.