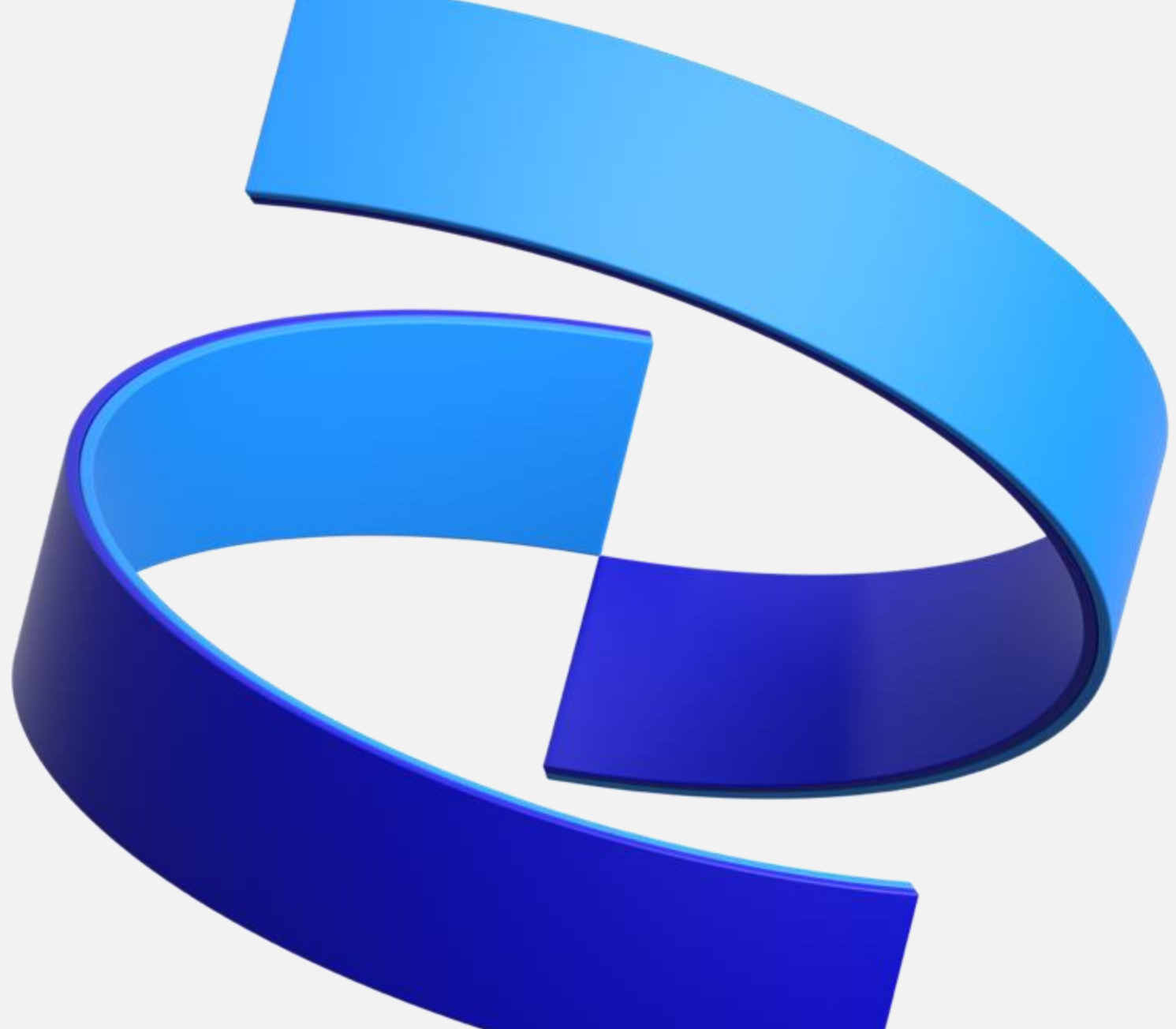


# COVID-19 Vaccine Shipper and Logger Return Instructions

Current as of February 12<sup>th</sup>, 2021



# Softbox Thermal Shipper Return Process Overview

Shipment Received

Prepare Shipper for Return

Shipper Picked Up

1

Confirm Receipt of Return Label



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

2

Remove all Dry Ice from Box



Follow the provided guidelines for handling dry ice safely.

3

Secure Controlant Logger in Box



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

4

Seal Box with Transparent Tape



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

5

Use Blank Label to Cover Dry Ice Hazard Labels



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

6

Apply Pre-printed Labels



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

7

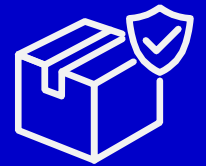
Arrange for Pick Up(s)



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.

8

Box(es) Picked Up



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

\*DHL Express, UPS Small Parcel, FedEx

# 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 Label should remain visible.

See **orange square** on the right to indicate battery label, DO NOT COVER



A. Area to be covered with blank labels

C. Open area for proforma invoice

D. UN3481 battery dangerous goods label remains visible DO NOT COVER



B. Existing shipping label covered with pre-printed return label

# Dry Ice safe handling guidelines

## Safe Handling Guideline for Dry Ice

### 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 sublimates at temperatures at or above  $-109^{\circ}\text{F}$  ( $-80^{\circ}\text{C}$ ).

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 'CAUTION'



#### **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  $-109^{\circ}\text{F}$  ( $-80^{\circ}\text{C}$ ).

### 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.