

## Li-ion Battery Bill of Lading Instructions

This instruction sheet should be used to ensure that the paperwork is properly completed for the shipment of this machine or single battery. Because the battery is considered a hazardous material for transportation, it is important that the steps listed below are followed carefully.

If you have any questions regarding these instructions, please contact:

Charlie Brandenburg (Risk Department): 612-202-0925 (cell)

Mark Wenz (Risk Department): 763-513-2127

### Battery in Machine Return

*This machine is non-regulated for ground transportation as long as you package it according to the packing instructions included in this kit. PLEASE READ INSTRUCTIONS THOROUGHLY BEFORE COMPLETING!*

- Box Information:** Follow separate box packing instructions included with kit
- Bill of Lading (BOL):** This kit includes a pre-printed BOL (with 2 carbon copy sheets) for Tennant Products. To complete this BOL, complete the following:
- 1.) Print the name and address you are shipping the machine to in the “To” section of the BOL.
  - 2.) In the “From” section, print the following  
Tennant Company  
The site address you are shipping from
  - 3.) Place Return Authorization number in the Shippers Reference Box
  - 4.) In a blank row on the white section of the BOL, legibly hand write in the following:
    - a. In Quantity Column: The number of machines being shipped.
    - b. In Description Column: The name “Floor Polishers and Scrubbers”.
    - c. In Weight Column: The total weight of all machines being shipped.
      - 1 machine = 135 lbs
    - d. In Class Column: the number “70”
  - 5.) Sign the top copy of the BOL, tape to the box and let the site manager or site contact know that it is ready for pick-up. The two carbon copies can be discarded.

### Example of completed section for machine return

<u>Quantity</u>	<u>Description</u>	<u>Weight</u>	<u>Class</u>
1	Floor Polishers and Scrubbers	135	70

**Battery Only Return**

*This Battery is regulated for transportation. The instructions below must be followed to ensure the shipment is done properly. PLEASE READ INSTRUCTIONS THOROUGHLY BEFORE COMPLETING!*

**Box Information:** There will be two blank labels already placed on the battery return box.

- 1.) On one blank label, write the word “To” followed by the name and address of where the shipment will be sent to.
- 2.) On the second blank label, write the word “From” followed by the information below:  
     Tennant Company  
     The site address you are shipping from

*It’s important to put Tennant Company as the name and not the name of the site (only the site address). This ensures that Tennant Company will be the shipper of record and not the customer.*

**Bill of Lading (BOL):** This kit includes a pre-printed BOL (with 2 carbon copy sheets) for Tennant Products. To complete this BOL, complete the following:

- 1.) Print the name and address in the “To” section of the BOL as it is in the “To” label on the box.
- 2.) In the “From” section of the BOL, print the identical address from the box “From” label below the “Tennant” in this section.
- 3.) In the red section you will see a ship description of UN3480, Lithium ion batteries.
  - a. In the table on the BOL, write in the quantity of batteries you are shipping in the “quantity” box in front of the appropriate ship description,
  - b. Put an X in the “HM/RQ” box in front of the ship description of the material you are returning
  - c. Put the total weight of all the packages going with this shipment.
    - i. 1 battery = 16 lbs

Example of completed section for a single battery return

<u>Quantity</u>	<u>HM/RQ</u>	<u>Description</u>	<u>Weight</u>
1	X	UN3480, Lithium ion batteries, 9, PGII	16 lbs

- 4.) After completing this information on the BOL, you must legibly sign where it states Tennant/Shipping Agent and put the date in the Ship Date box to the right of the signature section.
- 5.) Separate the carbon copies from the original and do the following:

- Original (White Page): Must be left with the package taped to outside of box. Notify site manager or site contact that package is ready for shipment.
- First Copy (Yellow Page): Place inside box that is being shipped.
- Second Copy (Pink Copy): Mail to the following address

Tennant Company  
Attn: Charlie Brandenburg  
701 North Lilac Drive  
Minneapolis, MN 55440

***Sending the copies to Tennant is very important as the DOT requires we keep copies of all paperwork for hazardous shipments for a specified amount of time.***