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# Receiving/Shipping Used Equipment and Materials Guide (OSHA/EPA/DOT)

## Purpose

To meet OSHA, EPA, and DOT requirements when receiving and shipping used equipment and materials at U.S. based Nordson facilities.

## Scope

The guide will apply to each Nordson facility governed by OSHA, EPA, and DOT requirements.

- OSHA – Occupational Safety and Health Administration
- EPA – Environmental Protection Agency
- DOT – Department of Transportation

## Instruction

### ***Return of Used Equipment***

- In order to be received at a Nordson facility, used equipment can have only minimal dry or solid material on the exterior or the interior of the equipment.
- Reservoirs, tanks, lines, tubes, and so forth must be drained and free of liquid material. Used equipment containing any liquid residues will not be accepted for return.
- Equipment must be packaged in accordance with applicable DOT regulations and be accompanied by a Material Safety Data Sheet (MSDS).
- Returned equipment must be labeled “Returned Equipment.” Do not label as “Waste” or “Scrap.” The distinction is needed because, by accepting “waste” or “scrap” material, regulatory authorities could deem Nordson as an operator of a transfer facility. Nordson does not have a permit to operate a solid waste transfer facility.
- Returned used equipment will be disposed of in the customer’s name since it will be considered waste generated by a customer.

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## ***Shipment of Material to or from a Nordson Facility***

- All material must be transported by an approved carrier. (Personal employee-owner/leased vehicles, and so forth are not permitted to be used to transport the material.)
- Approved carriers:
  - Fed Ex Freight East
  - Conway
  - Milan Express (OH only)
  - UPS
  - Federal Express
  - Southeastern Freightlines (Southern Facilities only)
- All material must be appropriately labeled and have the correct shipping documents. A Return Authorization Number (RA#) must be identified in the shipping documents. This identification allows for the efficient delivery of the materials to the appropriate business unit.
- Any material in damaged packaging or containers is not to be accepted for delivery. However, if for example 1 container of a shipment of 10 containers is damaged, the 9 undamaged containers may be received. Shipping documents are to note the acceptance of a partial delivery.
- In-bound material cannot be received without an accompanying and current MSDS. Any material so delivered cannot be accepted. Instructions are to be issued to the carrier/delivering party to return the material to sender.

**NOTE:** As an alternative and after informing the manager of the business unit to which the material was to be delivered, the in-bound material may be accepted for delivery. In this case, the material is to be quarantined until a current MSDS for the material is obtained by the business unit to which the material was to be delivered.

<b>Revision History</b>			
<b>Rev. Level</b>	<b>Date Initiated</b>	<b>Initiated and Approved By</b>	<b>Description of Change</b>
01	06/19/14	Cindy Skelton-Becker	Release