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## Handling Procedure for Returned Products

When returning Liquid Controls products for repair, warranty evaluation or calibration, please follow these directions.

1. Remove all residue from the Liquid Controls component(s) to be returned. Make sure the grooves and corners around or inside seals and crevices are cleaned. ***This is particularly important if the component was in contact with hazardous materials. See Warning and Handling Procedure printed below.***
2. Complete the Return Materials Clean Sheet form on the other side of this document.
3. If necessary, include special handling instructions, such as MSDS forms or certifications.
4. Attach the completed Return Materials Clean Sheet form, the MSDS form, and the packing slip to the outside of the box.

### **WARNING**

Do not return a Liquid Controls component until all traces of hazardous substances have been removed. For example, substances that have diffused through plastic or remain in crevices.

**COSTS INCURRED FOR WASTE DISPOSAL AND INJURIES DUE TO POOR CLEANING OF RETURNED LIQUID CONTROLS COMPONENTS WILL BE CHARGED TO THE ORIGINATOR OF THE RETURN.**

### Returned Material Handling Procedure for Hazardous Materials

All returned parts must be cleaned by customers prior to return shipment. The person who actually cleaned the parts is required to complete the Return Materials Clean Sheet form (located on back of this document). If the component has been contaminated, customers must include an MSDS sheet with the return shipment. If a part is returned without the proper paperwork, the service department will contact the sender and attempt to procure the correct documents. If the proper paperwork is not received within ten days of receipt, the parts will be sent back to the customer for correction.

Many Liquid Controls employees handle returned components, and they are exposed to substances left behind on the components. It is our intention to make handling these parts as safe as possible. We regret any hardship these stipulations may cause, but because of the many different applications we service, it is a necessary precaution we take to protect our employees.



## Liquid Controls Returned Materials Clean Sheet

In order to process your return in a more timely fashion, please complete this form. All questions must be answered. This form must accompany any returned material that comes in contact with the process fluids, along with any certifications and MSDS forms required. Please attach the completed form, the MSDS sheet, and packing slip to the outside of the box so as to be readily identified by receiving personnel.

Returned Material Authorization Number: \_\_\_\_\_ Liquid Controls Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Part number returned: \_\_\_\_\_

Product being metered: \_\_\_\_\_

Liquid Controls, LLC classifies returned materials into three categories with specific methods of handling.

Please check one.

1. New and unused; has never been installed in a system and is in new condition
2. Used and NOT contaminated; has been installed but has never come into contact with media listed in 40 CFR 372.45.40 CFR 355 Appendix A and B (WATER and FOODSERVICE media), or any other hazardous material. Returned goods must be accompanied by this certificate, signed and dated, confirming that the meter has never been contaminated.
3. Used and contaminated; has been installed and has come into contact with a material listed in 40 CFR 372.45.40 CFR 355 Appendix A and B (any media that is NOT WATER and FOODSERVICE), or any other hazardous material. Returned goods must be accompanied by an MSDS form and this certificate, signed and dated, that the product has been cleaned and made chemically inert with no trace of chemical.

I do hereby certify that the goods listed above fall within the description of the category checked and that I have complied with the stated requirements; also, that all goods being returned are included in the above listing.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

