

RECEIVING MERCHANDISE

RECEIVING:

- **Inspect immediately** upon receipt for obvious damage, defects, or missing parts and accessories.
- **Parts and accessories** are often secured boxed and shipped loose from the tank. Locate and open packages to account for all parts using the packing slip.
- **Note damage/discrepancies** on the driver's copy and the packing slip and have the driver initial.
- **Immediately notify** your Authorized Distributor or Poly Processing Company of any problems.
- **DAMAGED/MISSING MERCHANDISE:** Report damaged/missing merchandise within THREE (3) working days to ensure your claim. Your authorized distributor and/or Poly Processing Company can assist you with this process.

Poly Processing Customer Support

Monroe, Louisiana
866.590.6845

French Camp, California
877.325.3412

RETURNING MERCHANDISE

- To return **unused** merchandise for proper credit:
 - Contact your authorized distributor or Poly Processing Customer Support and obtain a PPC Return Merchandise Authorization (RMA) number. Have your packing slip available for any needed information.
 - Use the RMA number on all return shipping paperwork and all correspondence.
 - Return the merchandise **prepaid**. Freight collect shipments will be refused.
 - Upon receipt, PPC will inspect the merchandise and issue appropriate credit. A restocking fee may be assessed, particularly on products "made to order".
- To ensure employee safety, Poly Processing Company will not accept used tanks at its facilities.

TANK LOCATION

- Locate the tank wisely:
- Minimal employee and equipment traffic near tank
- Safe distance away from heat and flames
- Ease of future maintenance and inspection
- Ability to remove and replace the tank cost effectively in the future, i.e. Do not trap the tank in a building or by other equipment
- Provide flat, level and smooth monolithic foundation, adequate for the weight of the chemical to be stored
- Utilize secondary containment of proper size and chemical resistance to comply with local, state and federal regulations. The Safe Tank system is designed to provide a minimum of 110% secondary containment