**Contents List**

- Cardboard shipping Box x1
- Pre-labeled Shipping Drum x1
- Granular Fire Suppressant x3
- Plastic Bags x1 per drum
- Tape x1
- Labels x1
- Instructions x1
- Images Required x3
- Scan for a list of accepted brands

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**UNPACK & PREPARE**

**Step 1: Unpack box**
Remove all contents and set aside. Do not discard the cardboard shipping box, as it will be used for return shipping.

**Step 2: Bag battery**
Place a battery into the provided bag. If bag is too small, another clear bag that fully encloses the battery may be used.

**Step 3: Pack the kit**
Pour 1-3 in. of fire suppressant into drum. Place bagged battery on top of fire suppressant & photograph. Pour in remainder of fire suppressant. Photograph open drum.

**Step 4: Close the kit**
Close and seal the lid. See back for closure instructions. Place the sealed drum back into the cardboard shipping box.

**Step 5: Secure & label**
Close top flaps and secure with the provided strip of tape. Affix the labels (Class 9/UN3480 lithium ion battery, completed accumulation start date, & “DDR ID label”) on the side of the box.

**Step 6: Prepare to ship**
After securing the box, photograph your “ready-to-ship” package with all labels visible.

**Step 7: Schedule shipping**
Scan the QR code or visit www.call2recycle.org/e-bikes to upload photos, verify, & schedule your shipment. Once approved, a BOL will be emailed to you. Print & tape BOL to top of the box.

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**UNPACK & PREPARE**

**Step 2: Bag battery**

**Important!**

ONLY ONE BATTERY PER BAG

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For questions or assistance, contact customer service at 1-877-723-1297 or ebikeprogram@call2recycle.org

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The performance certification of this package requires that it be filled, assembled, and used in full accordance with the instructions herein. The use of substitute components or packing methods, or failure to follow the supplied instructions may result in a package that is not compliant with this certification. Instructions valid until revoked or superseded. This kit is intended for use by shippers who have valid training for preparing and shipping hazardous materials in accordance with 49 CFR §§ 172.700 – 704.
CLOSURE INSTRUCTIONS

In compliance with DOT 49 CFR §178.2(c), persons shipping Skolnik drums must comply with the following closure instructions.

**BOLT RING CLOSURE FOR OPEN HEAD DRUMS**

1. **CHECK GASKET** — to ensure cover gasket is properly fitted into cover groove (see Fig. 1 or 2).
2. **PLACE COVER ON DRUM** — being careful to properly seat gasket all around curl (see Fig. 3).
3. **POSITION & SEAT RING** — with lugs downward. Ensure the inner channel of the closure ring engages entire drum curl and cover (see Fig. 4). Apply downward pressure on cover. Use a non-sparking dead-blow mallet to further seat cover and drum curl into the inner channel of the ring.
4. **INSERT BOLT** — through the unthreaded lug of the ring. Assemble the locking hex nut onto the threaded end of the bolt and tighten into the threaded lug (see Fig. 5). Close the ring to an initial gap of about 1/2”.
5. **TIGHTEN THE BOLT** — with a calibrated torque wrench while using downward pressure on the cover and hammering the outside of the ring with a non-sparking dead-blow mallet to further seat the ring. Continue tightening and hammering the ring until the torque stabilizes at 55 - 60 ft-lbs and does not decrease when further hammering on the ring circumference is performed. Ring ends must not touch. (Effective 25 September, 2006 and in accordance with CFR 178.2(c), we have revised this procedure to use torque as the most effective closure requirement.)
6. **LOCK RING** — by tightening the nut against the unthreaded lug (see Fig. 6).

**OPEN HEAD DRUM - LEVERLOCK CLOSURE**

1. **CHECK GASKET** — to ensure cover gasket is properly fitted into cover groove (see Fig. 1 or 2).
2. **PLACE COVER ON DRUM** — being careful to properly seat gasket around curl (see Fig. 3).
3. **OPEN LEVERLOCK** — and place expanded ring on to the drum cover with the vertical-skirt hugging the drum body (see Fig. 7).
4. **CLOSE LEVERLOCK** — by slowly and cautiously pulling the LEVERLOCK so that the outer ring engages the cover / body juncture. Downward pressure along with tapping the outside of the ring may assist in an even closure (see Fig. 8).
5. **ENGAGE LOCK** — to complete closure.

**DRUMS WITH FITTINGS**

1. **CHECK GASKETS** — and ensure gasket is properly seated on plug.
2. **TIGHTEN** — to specifications listed in the table, and do not cross thread.

<table>
<thead>
<tr>
<th>PLUG TYPE</th>
<th>Tri-Sure style</th>
<th>Rieke style</th>
<th>Rieke style</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Plastic)</td>
<td>(Steel)</td>
</tr>
<tr>
<td><strong>GASKET TYPE</strong></td>
<td>½” PLUG</td>
<td>12 ft-lbs</td>
<td>20 ft-lbs</td>
</tr>
<tr>
<td></td>
<td>2” PLUG</td>
<td>20 ft-lbs</td>
<td>30 ft-lbs</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES:**

1. Closure Instructions Rev. D are valid to close all product tested with and / or manufactured under Closure Instructions Rev C. & Rev. B. Revisions are clerical and do not affect the actual closing of product.
2. A drum is properly closed only when all steps are completed in the matter and sequence indicated. If difficulties are encountered, do not ship the drum call Skolnik for further instruction.
3. Under the applicable DOT regulations, any changes made to the method of closure or closure components constitute a change in the design type of this packaging, and invalidates the certification.
4. After filling and prior to transport, the shipper should verify the torque of all closures to determine if the effects of heating and cooling or gasket relaxation have resulted in the need to re-tighten the closure.
5. Drums (other than the composites) are tested at room temperature.