








How to Package Baxter SIGMA Spectrum Pump with Installed Wireless Battery Module for Ground Shipment

<p>1.</p>		<p>US Department of Transportation (DOT) regulates the transport of Lithium Ion Batteries in the US (49 CFR 173.185). IT IS MANDATORY TO COMPLY WITH THE US DOT LITHIUM BATTERY REGULATIONS FOR GROUND TRANSPORTATION. FAILURE TO FOLLOW THESE PACKAGING INSTRUCTIONS WILL BE A VIOLATION OF THE US TRANSPORT REGULATIONS.</p> <ul style="list-style-type: none"> • When Wireless Battery Modules (WBM) require servicing, please keep the battery pack module attached to the SIGMA Spectrum Pump unit when shipping the device back to Baxter Service Center. <u>If the WBM does not require servicing please follow shipping instructions for a pump without WBM.</u> • Place the Baxter Healthcare provided battery tab to the SIGMA Spectrum Pump terminals in order to prevent unintentional activation of the unit during transport, this is a regulatory requirement under US 49 CFR 173.185 (c). • Use ONLY Baxter Healthcare provided and approved packing materials to prevent damage to the device during transport and to ensure compliance with the US DOT transport regulations.
<p>2.</p>		<p>Placement of the Battery tab placement to prevent unintentional activation during transport;</p> <ul style="list-style-type: none"> • Place the SIGMA Spectrum Pump face down on a flat surface. • On the back of the pump remove the optional mounting screw which may be located in the upper right corner of the WBM (See picture). • Retain the screw for reinstalling the WBM to the unit once the battery tab has been placed on the terminals. • The optional mounting screw is not recommended by Baxter for operational use and it is not necessary for shipping pumps with WBM's back to Baxter for repair. • Do not return any standard battery pack modules (battery pack module without antenna) with the unit, keep this at your facility.
<p>3.</p>		<p>Once the optional mounting screw has been removed;</p> <ul style="list-style-type: none"> • Detach the WBM from back of the SIGMA Spectrum Pump • Place the WBM aside until you need to reinstall it.
<p>4.</p>		<p>Placement of the Battery Tab to avoid accidental activation;</p> <ul style="list-style-type: none"> • Insert the Baxter Healthcare provided <u>clear colored plastic</u> battery tab on the terminals of the SIGMA Spectrum Pump to prevent the unintentional activation of the unit during transport (see picture - clear tab is highlighted in red). • Ensure the provided battery tab is over the four small contact terminals on device. • Ensure the battery tab extends past the housing of the device so it can be easily be pulled out.

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5.		<p>Once the clear plastic battery tab is properly in place over the terminals on the device;</p>	<ul style="list-style-type: none">• Reinstall the SIGMA WBM, the SIGMA pump unit is now ready to be placed in the Baxter Healthcare provided SIGMA packaging for transport <u>by ground</u> to Baxter Service Center.
6.		<p>Cover the contacts of the power adapter with a piece of foam from the packaging material. Do not cover the ground pin</p>	
7.		<p>Place the SIGMA Spectrum Pump into the Anti-Static Bag provided to you by Baxter Healthcare.</p>	<ul style="list-style-type: none">• Open the blue Anti-Static Bag (98012).• Place the Spectrum Pump inside the bag so that the display of the pump is facing the seam in the bottom of the bag.• Partially seal the Anti-Static Bag (98012).• Remove as much air that resides inside the bag as possible.• Seal the bag completely.
8.		<p>Prepare the fibreboard box sent to you by Baxter Healthcare for the Sigma Spectrum Pump transport.</p>	<ul style="list-style-type: none">• Place the pink Bottom Packaging Foam (98010), in the bottom of the packing box (98009), in orientation shown in the illustration to the left.

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9.		<p>Place the Anti-Static Bag containing the SIGMA Spectrum Pump inside the Baxter Healthcare provided packing box.</p> <ul style="list-style-type: none">• The Spectrum Pump display <u>must</u> be facing down.• Do not ship multiple pumps loose in any containers.• Use only Baxter provided shipping containers and packing materials.
10.		<p>Close the Package</p> <ul style="list-style-type: none">• Place top packing foam insert (98011), over pump aligned with pole clamp as shown.• Seal the box with the packing tape provided with the package
11.		<p>Multi Pump Returns</p> <ul style="list-style-type: none">• For multiple pump returns, place each pump in its own packaging and box, which can be inserted in a large overpack carton as shown in the picture.• Do not ship multiple pumps in one single package or Battery Modules loose in any containers as this is a violation of the US Department of Transportation (DOT) regulation on the transport of Lithium Ion Batteries in the US (49 CFR 173.185).• Use only Baxter Healthcare provided shipping containers and packing materials.

For any questions or further information, please contact Baxter Medina Tech Support on 1-800-356-3454, Option 1, or by email at medinatechsupport@baxter.com.