









How to Package Baxter SIGMA Spectrum Pump Without Standard Battery Module or Wireless Battery Module Installed 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 FOLLOW THESE PACKAGING INSTRUCTIONS WILL BE A VIOLATION OF THE US TRANSPORT REGULATIONS. REMOVE THE LITHIUM BATTERY PACK MODULE FROM THE DEVICE PRIOR TO SHIPPING. DO NOT PLACE IT IN THE PACKAGE AS IT WILL BE IN VIOLATION OF THE US TRANSPORT REGULATIONS.</p> <ul style="list-style-type: none"> • Please retain the Standard Battery Module (SBM) or Wireless Battery Module (WBM) at your facility, you will need to reinstall it to your SIGMA Spectrum Pump device once it is returned from Baxter Service Center. • Use ONLY Baxter 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>Removal of the Battery Module from the SIGMA Spectrum Pump;</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 SBM or WBM (see picture). • Retain the screw for reinstalling the SBM or WBM to the unit once it is returned to you from Baxter Service Center. • The optional mounting screw is not recommended by Baxter for operational use.
<p>3.</p>		<p>Once the optional mounting screw has been removed;</p> <ul style="list-style-type: none"> • Detach the Battery Module from back of the SIGMA Spectrum Pump. • Place the Battery Module in a safe place, along with the mounting screw, until your device is returned to you from Baxter Service Center, and you will need to reinstall it to the device.
<p>4.</p>		<p>Once you have removed the Battery Module;</p> <ul style="list-style-type: none"> • The SIGMA pump unit is now ready to be placed in the Baxter Healthcare provided SIGMA packaging for transport by ground to Baxter Service Center.

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5.		<p>Place the clamp and the power cord as shown on the picture on the back of the pump unit.</p>
6.		<p>Place the SIGMA Spectrum Pump into the Anti-Static Bag provided to you by Baxter;</p> <ul style="list-style-type: none">• Open the blue Anti-Static Bag.• 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.• Remove as much air that resides inside the bag as possible.• Seal the bag completely.
7.		<p>Prepare the fibreboard box packaging kit sent to you by Baxter for the Sigma Spectrum Pump transport.</p> <ul style="list-style-type: none">• Place the pink Bottom Packaging Foam, in the bottom of the packing box, in orientation shown in the illustration to the left.
8.		<p>Place the Anti-Static Bag containing the SIGMA Spectrum Pump inside the Baxter 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.

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9.		<p>Close and seal the box</p> <ul style="list-style-type: none">• Place top packing foam insert over pump aligned with pole clamp as shown.• Seal the box with the packing tape provided with the package.
10.		<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.• DO NOT return the Battery Modules or place them loose in any packages as this is a violation of the US Department of Transportation (DOT) regulations on the transport of Lithium Ion Batteries in the US (49 CFR 173.185).• Retain the Battery Module at your facility for the device return and reinstall into the device.• 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.