Dry Ice Replenishment Best Practices

1. When replenishing dry ice, you must first take a photo of the inside of the container being replenished. (To prove it was needed!)
2. After the photo has been taken weigh the container and record the weight.
3. Unless specified by the client, fill the container to capacity.
   - **NOTE: You <u>MUST</u> use/wear protective gear when performing this step. (Eye protection, gloves, apron, and use an approved scoop to collect the dry ice)**
4. Take a photo of the replenished container.
5. Weigh the container again once full.
6. Subtract the initial weight from the filled weight to get your dry ice added amount.
7. Record the amount added.
8. Upload all photos into the job in Xcelerator.
9. Record the amount of dry ice added into the dry ice field under Pricing Extras in Xcelerator and make a note in the memo.
   - Note: Check the Charge Details box below the Pricing Extras box to make sure a rate populates under Extras. If not, notify the billing department as it is a customer level add on and may need to be activated.

***Send the client a copy of the photos and any customer supplied paperwork along with the weight of dry ice added. Make a note in Xcelerator that it has been completed. ***