



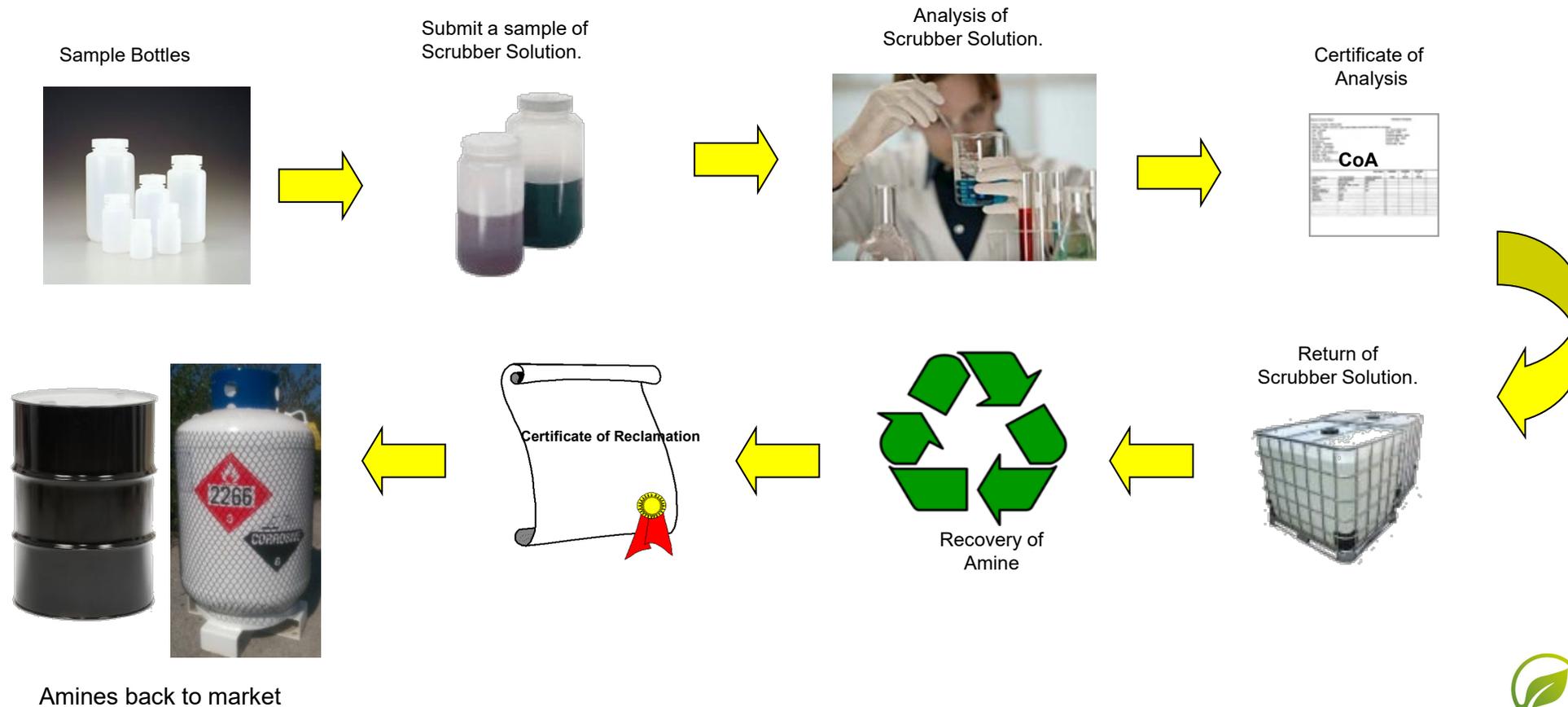
Customer Information Guide

Amine Tracker Instructions



HARP Online Tracking System

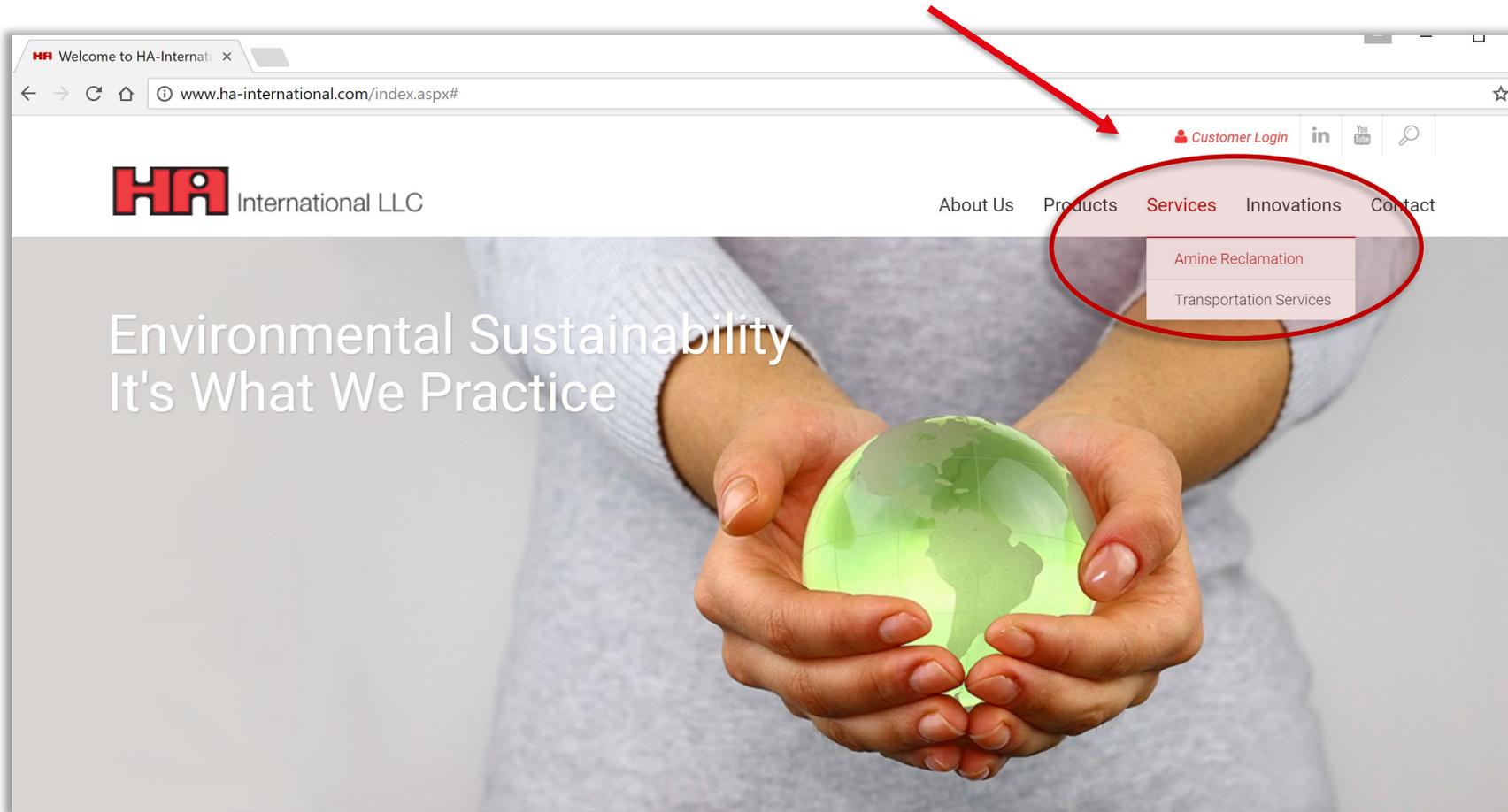
Our online system allows you to request and track your amine scrubber solution recovery process easily.



Enrolling in the **HARP** Amine Reclamation Program



A) To enroll in the HARP program, go to www.ha-international.com and select Amine Reclamation from the Services drop-down menu:



Enrolling in the **HARP** Amine Reclamation Program



B) Click the “Enroll Now” link and complete the online form. You will receive your login credentials after we process your request (approximately 5-7 business days.)

Amine Reclamation

HA International offers our customers an environmentally conscientious alternative to scrubber solution waste disposal created during **Phenolic Urethane Cold Box (PUCB)** processing.

Amine reclamation supports HA International's **EcoMission** strategy of sustainability, by minimizing the environmental impact of our products.



Enroll Now



*Using the **HARP** Amine Tracker is easy! Once you have received your login, follow the instructions below to get started.*

HARP Amine Tracker Login Instructions

Step 1) Go to www.ha-international.com and click on *Customer Login*.

Step 2) Enter your e-mail address and password to sign in.

Welcome to HA-Internati x

www.ha-international.com/content/account/customer_login.aspx

HA International LLC

About Us Products Services Innovations Contact

Customer Account

Account Login

To view your previous orders, order status, and account information, please login using the form below:

E-Mail...

Password...

Sign in

Forgot your password?
[Request Password Reset](#)

Don't have a login?
[Register and Create Account](#)

HARP Amine Tracker Login Instructions



Step 3) Select “Amine Tracker” from the Customer Account Menu:

Customer Amine Recovery Requests

-- All Statuses --

	Requested On	Amine Type	Request ID	Status
	Oct 12, 2016	DMPA	1911	Recovery Complete
	Sep 21, 2016	DMPA	1905	Sample Request Created
	Sep 16, 2016	DMPA	1904	Recovery Complete
	Sep 16, 2016	DMPA	1903	Sample Approved

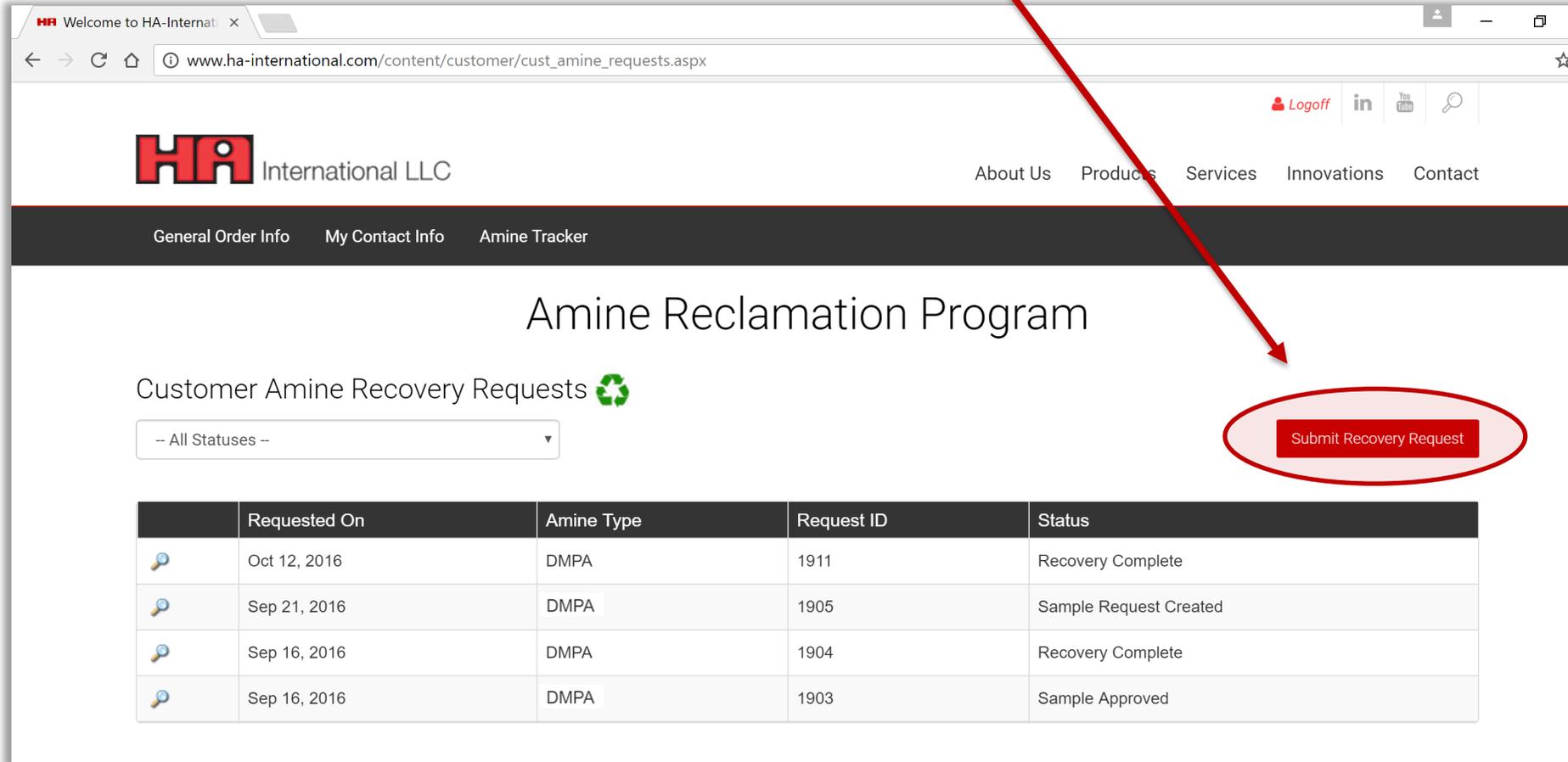
Supplies

-- All Statuses --

	Requested On	# of Bottles	# of Totes	Shipped Out On
	Oct 12, 2016	0	4	Oct 12, 2016

Submit Recovery Request

Step 4) To begin the recovery process click on Submit Recovery Request.



HA Welcome to HA-Internat x

www.ha-international.com/content/customer/cust_amine_requests.aspx

Logoff in YouTube

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Amine Reclamation Program

Customer Amine Recovery Requests 

-- All Statuses --

	Requested On	Amine Type	Request ID	Status
	Oct 12, 2016	DMPA	1911	Recovery Complete
	Sep 21, 2016	DMPA	1905	Sample Request Created
	Sep 16, 2016	DMPA	1904	Recovery Complete
	Sep 16, 2016	DMPA	1903	Sample Approved

Submit Recovery Request

Step 5) Select Amine Type (DMIPA or DMPA) from the drop-down list and enter the Estimate Volume (in Lbs. or Gallons) of scrubber solution to be recovered, and click Continue:

dev.ha-international.com/content/customers/custom_aminerecovery_details.aspx

Logoff in YouTube

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Amine Recovery

Recovery

1 2

Send In Your Scrubber Solution Sample
NOTE: Only one sample request will be needed for your entire batch of scrubber solution.

To begin an Amine Recovery Request, select the type of Amine you'd like to recover below and press "Continue".

Amine Type: -- Please Select --

To ensure that we ship you the correct number of empty Totes needed for your solution, please enter the estimated volume of solution to be recovered:

Estimated Volume: Lbs

Continue

Empty totes are typically dispatched within 10 days after the request ID is issued and the number of totes needed is identified.

Tote availability is subject to change based on inventory stock.

Submit Recovery Request

Step 6) Your request has been created, and a Request ID has been assigned for tracking purposes. A pre-labeled empty sample bottle will be shipped to you. Click on “Back To Requests” to view the status of all your requests.

Welcome to HA-Internat x

dev.ha-international.com/content/customer/cust_aminerecovery_details.aspx?id=1905

Logoff in

HA International LLC

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General Order Info My Contact Info Amine Tracker

Amine Recovery

Recovery - Request ID: 1905

RECOVERY TIMELINE

9/21/2016 10:54 am - Sample Request Created
Created By: Amine Testing
Amine Type: DMEA
Estimated Volume: 5000 Lbs
Is A Bulk Shipment: No

1 2 3 4 5 6

Request Created. An empty Sample Bottle will be shipped to you along with a tracking label to include with your shipment. Samples will only be accepted with the approved tracking label and Request ID number. After you receive your Sample Bottle, fill it with your solution and return in the packaging provided. Please confirm below when it has been shipped.

[Click Here](#) if you need to re-print the tracking label to include with the shipment of your sample.

Once you have shipped your sample, click the button below to mark it as shipped.

Mark Sample As Shipped

Back To Requests

Track Status of Supplies

Step 7) You will be notified when the empty sample bottle has been shipped. You can also view the status of the request by clicking on the magnifying glass in the Supplies section of the Amine Tracker:

Supplies

-- All Statuses --

	Requested On	# of Bottles	# of Totes	Shipped Out On	For Amine Recovery ID
	Oct 12, 2016	0	4	Oct 12, 2016	1911
	Oct 12, 2016	1	0	Oct 12, 2016	1911
	Sep 21, 2016	1	0		

Request Bottles/Totes

Date/Time Requested: 10/12/2016 1:11:20 PM
Requested By: Amine Testing
Amine Type: DMPA

Type of Supply: Bottles
Quantity: 1

Ship to:
HA International - Test Customer
Amine Testing
630 Oakmont Ln
Westmont, IL 60559

Status: Your Bottles/Totes were shipped on 10/12/2016 1:16:08 PM

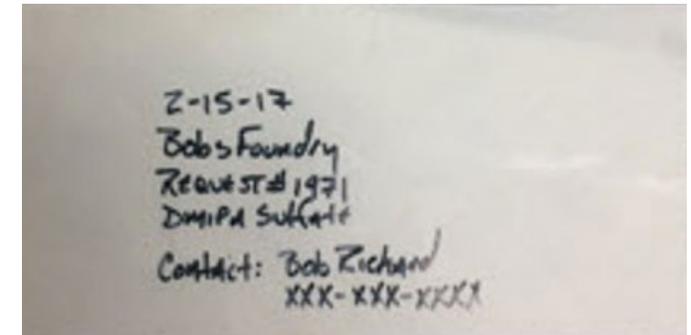
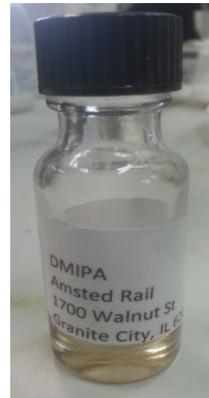
Receive Sample Kit

Step 8) Once you receive the empty sample bottle package, you will need to return two representative samples of the spent scrubber solution in the bottle provided.

NOTE: Only one sample kit will be required for your entire spent scrubber solution holding tank.

Sample Kit Contents

- Instructions
- sample bottle
- Ziplock bag
- Box
- Tracking Label



Scrubber Solution Sampling Instruction Guidelines



Thanks for using the HARP system for Amine Recycling.

For the sample process:

1. One sample per tote per vial.
2. Use a unique identifying number for each sample for tracking purposes. Write it on the vial or use a label with the number and adhere to the vial. This number will be used to track the totes as well.
3. Use this note and check the box of the type of amine sulfate – DMEA, DMIPA or DMPA noted below.
4. Also- indicate your email address so that I may return your results via email.
5. Roll filled sample vials in self absorbent cloth provided
6. Place vials and cloth in zip lock provided.
7. Seal
8. Place in return box
9. Tape up box
10. Send to HAI Westmont Office

That's about it!

We'll return your results ASAP.

Amine Sulfate Type:

- DMPA Sulfate – Sigma Cat 2195 catalyst
- DMPA Sulfate – Sigma Cat 2190 catalyst
- DMPA Sulfate – Sigma Cat 2198 catalyst

Your email address:

Thanks again,

Fill and Properly Mark Sample Bottle with your Request ID

Step 9) Ensure your sample bottles are properly labeled with the Recovery Request ID and include the enclosed Tracking Label with your shipment. Samples are sent to HA-International in **Westmont, IL.**

Note: No sample will be processed without the Request ID number and Tracking Label.

Ensure sample bottle is labeled with the following information:

Request ID:
Amine Type:
Company Name:
Contact Name:
Email:

A copy of the tracking label can be printed from the online Amine Tracker.

Sample Bottle:



Tracking Label:



Tote From: HA International - Test Customer

Amine Recovery Program
HA-International, LLC
630 Oakmont Lane
Westmont, Illinois 60559
Attn: Shipping/Receiving

REQUEST ID: 1905

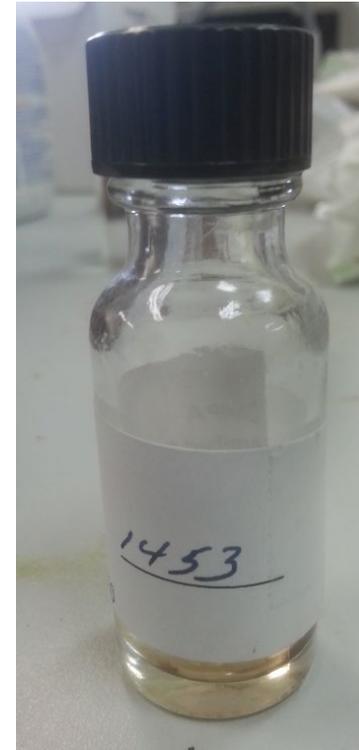
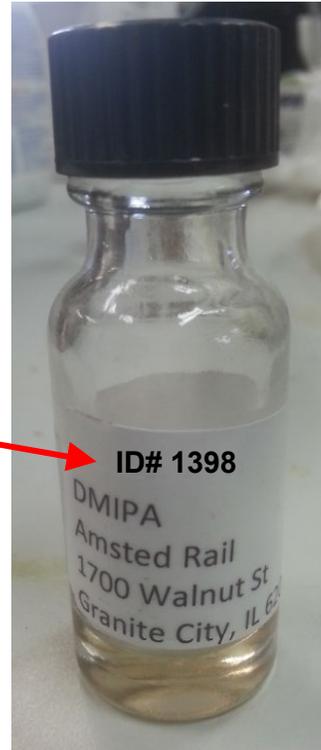
Contact: Amine Testing
Email: websupport@ha-international.com



Example of a well-documented sample bottle vs. a poorly marked sample bottle

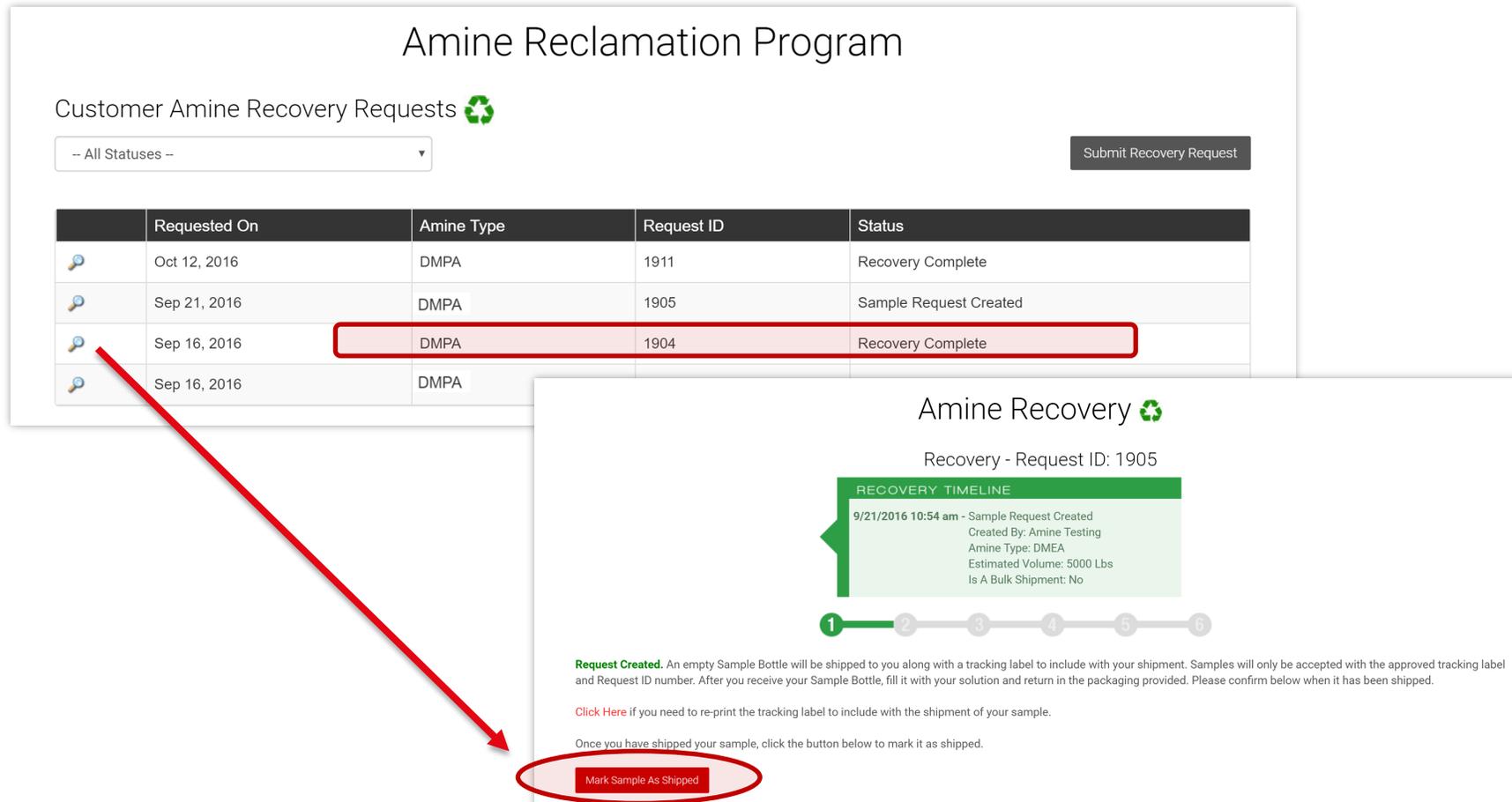
Remember to attach the tracking number to the sample bottle.

The tracking number is created when a reclamation request is issued.



Mark Sample As Shipped

Step 10) After shipping the sample, login to the Amine Tracker and click on the magnifying glass associated with your Request ID to mark your sample as shipped:



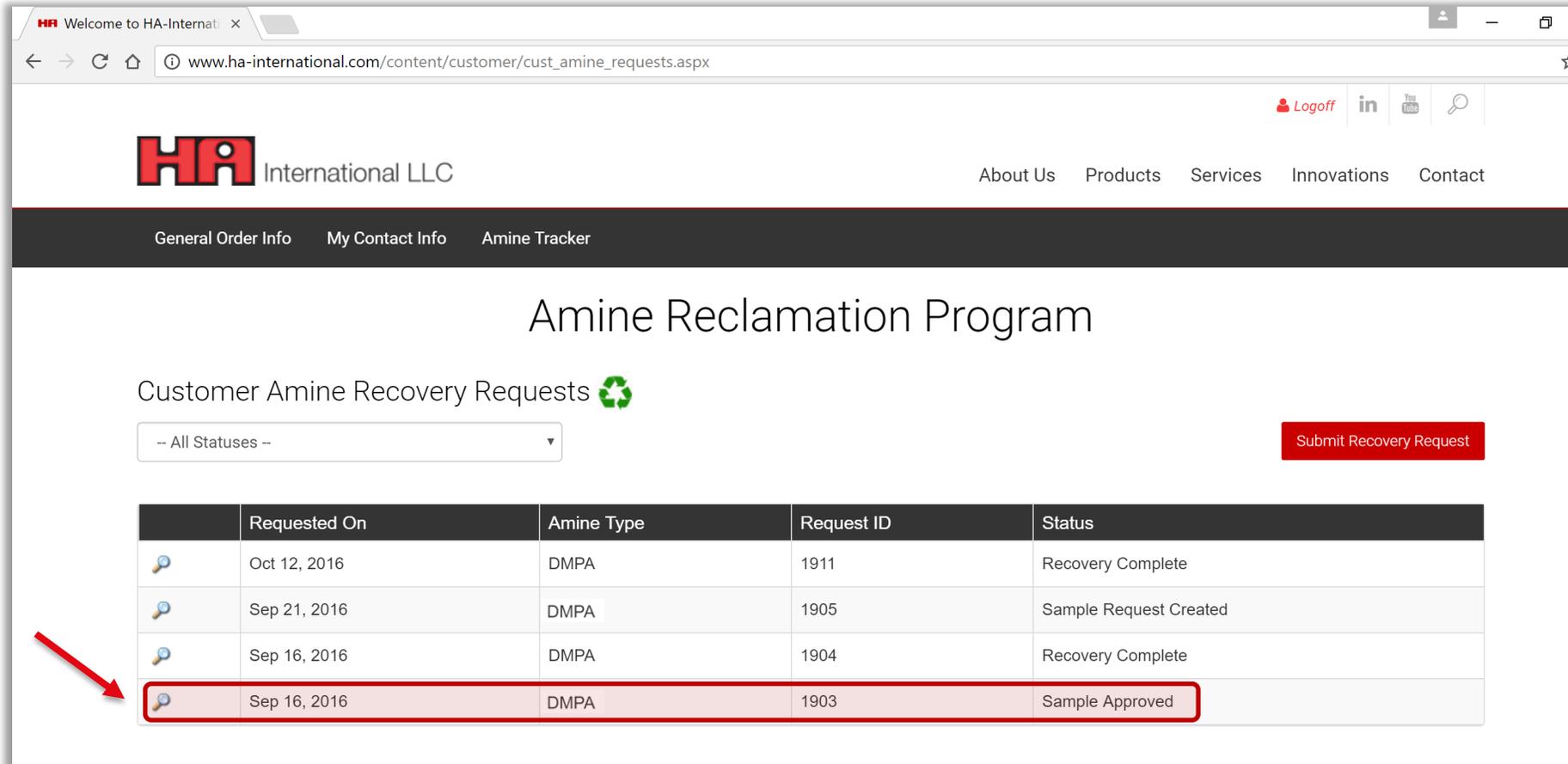
The screenshot displays the 'Amine Reclamation Program' interface. At the top, it says 'Customer Amine Recovery Requests' with a recycling icon. Below this is a dropdown menu set to '-- All Statuses --' and a 'Submit Recovery Request' button. A table lists several requests:

	Requested On	Amine Type	Request ID	Status
	Oct 12, 2016	DMPA	1911	Recovery Complete
	Sep 21, 2016	DMPA	1905	Sample Request Created
	Sep 16, 2016	DMPA	1904	Recovery Complete
	Sep 16, 2016	DMPA		

A red box highlights the row for Request ID 1904. A red arrow points from this row to a detailed view of Request ID 1905. This view shows a 'RECOVERY TIMELINE' with a green bar for the first step: '9/21/2016 10:54 am - Sample Request Created'. Below the timeline, there is a 'Mark Sample As Shipped' button circled in red.

Sample is Received and Analyzed

Step 11) You will be notified once the sample is received and analyzed. The Amine Tracker status will change from “Sample Received” to “Approved” or “Denied.” Click on the magnifying glass to view your status and Certificate of Analysis.



HA International LLC

General Order Info My Contact Info Amine Tracker

Amine Reclamation Program

Customer Amine Recovery Requests 

-- All Statuses -- [Submit Recovery Request](#)

	Requested On	Amine Type	Request ID	Status
	Oct 12, 2016	DMPA	1911	Recovery Complete
	Sep 21, 2016	DMPA	1905	Sample Request Created
	Sep 16, 2016	DMPA	1904	Recovery Complete
	Sep 16, 2016	DMPA	1903	Sample Approved

View Certificate of Analysis and Prepare Solution for Shipment

Step 12) Once the sample is approved, you can view the Certificate of Analysis. The required number of pre-labeled empty Totes (based on your estimated volume) will automatically be requested and shipped to you.

Amine Recovery

Recovery - Request ID: 1903

RECOVERY TIMELINE

- 9/16/2016 12:59 pm - Sample Request Created
Sample Shipped On: 9/16/2016 1:03:54 PM
Created By: Amine Testing
Amine Type: DMPA
Estimated Volume: 5000 Gallons
Is A Bulk Shipment: No
- 9/16/2016 1:09 pm - Sample Received
Received By: HARP Administrator
- 9/16/2016 1:10 pm - Sample Approved
Approved By: HARP Administrator
20% of Amine in sample
20% of Free Sulfuric Acid in sample
20 Density
5 pH
[View Certificate of Analysis](#)

1 **2** **3** 4 5 6

Scrubber Solution Sample Approved
Your sample has been approved for recovery. The sample contained 20% amine. [Click Here](#) to view the Certificate of Analysis (CoA).

Prepare Solution for Shipment:

Print Tracking Label
[Click Here](#) to print a tracking label that must be included with the shipment. Solution will only be accepted with the approved tracking label and Request ID number.

Attach Hazardous Material Label
You will receive a Hazardous Material Label from the Vendor that **MUST BE** attached to the tote prior to shipment.

Hazardous Placards
The customer is responsible for the appropriate shipping placards when shipping bulk totes or drums of spent scrubber solution. Four placards must be given to the freight driver before the driver will accept the shipment. Placards can be purchased at: <http://www.labelmaster.com/store/scripts/view-product.cfm?product=ZEZ41760>

Fill Pre-labeled Empty Totes:
You will receive a shipment of Pre-labeled Empty Totes to return your solution in. Once the Totes have been filled and shipped, please confirm below the number of Totes sent and mark the solution as shipped.

Please confirm the number of Totes of solution shipped:
of Totes:

Mark Scrubber Solution As Shipped
When you have shipped out your scrubber solution, please click the button below so the Vendor knows it is in transit.

Track Status of Supplies

Step 13) You will be notified when the empty Totes have been shipped. You can also view the status of the request by clicking on the magnifying glass in the Supplies section of the Amine Tracker:

Supplies

-- All Statuses --

	Requested On	# of Bottles	# of Totes	Shipped Out On	For Amine Recovery ID
	Oct 12, 2016	0	4	Oct 12, 2016	1911
	Oct 12, 2016	1	0	Oct 12, 2016	1911
	Sep 21, 2016	1	0		

Request Bottles/Totes

Date/Time Requested: 10/12/2016 1:21:37 PM
Requested By: Amine Testing
Amine Type: DMPA

Type of Supply: Totes
Quantity: 4

Ship to:
HA International - Test Customer
Amine Testing
630 Oakmont Ln
Westmont, IL 60559

Status: Your Bottles/Totes were shipped on 10/12/2016 1:31:54 PM

Empty totes are typically dispatched within 10 days after the request ID is issued and the number of totes needed is identified.

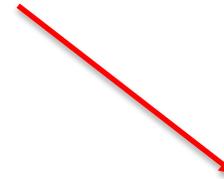
Tote availability is subject to change based on inventory stock.

Prepare Totes with Spent Scrubber Solution

Step 14) Once you receive your empty totes, fill them with your spent scrubber solution for shipment to HA-International in Toledo, OH. You are responsible for ensuring that your Totes are correctly labeled with the Recovery Request ID and that the COA and appropriate Tracking Label are sent with your shipment.



Tracking Label:



Tote From: HA International - Test Customer

Amine Recovery Program
HA-International, LLC
4243 South Ave
Toledo, OH 43615
Attn: Shipping/Receiving

REQUEST ID: 1905

Contact: Amine Testing
Email: websupport@ha-international.com



Product Label

The empty Totes will come with a self-adhesive product label. The customer is the shipper on record and is responsible for completing the label (see the example below where **all areas marked in RED need to be completed**) and applying it to the tote before shipment.

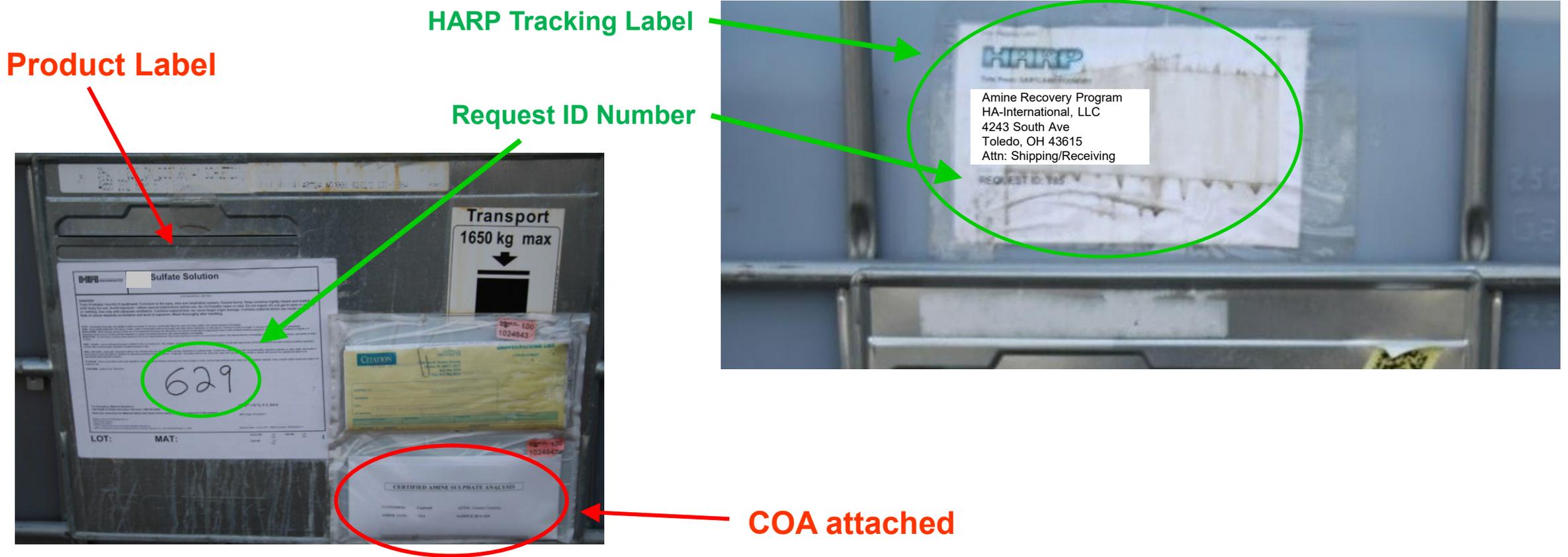
DMIPA Sulfate Solution <small>Scrubber Sludge Destined for Recovery</small>	
<small>FOR INDUSTRIAL USE ONLY</small>	
DANGER! Toxic if inhaled. Harmful if swallowed. Corrosive to the eyes, skin and respiratory system. Causes burns. Keep container tightly closed and sealed until ready for use. Avoid exposure - obtain special instructions before use. Do not breathe vapor or mist. Do not ingest. Do not get in eyes or on skin or clothing. Use only with adequate ventilation. Contains material that can cause target organ damage. Contains material which can cause cancer. Risk of cancer depends on duration and level of exposure. Wash thoroughly after handling.	
<small>EYES: Immediately flush eyes with plenty of water for at least 15 minutes, occasionally lifting the upper and lower eyelids. Get medical attention immediately. SKIN: Flush contaminated skin with plenty of water. Wash contaminated clothing thoroughly with water before removing it, or wear gloves. Continue to rinse for at least 10 minutes. Get medical attention immediately. INHALATION: Move exposed person to fresh air. If it is suspected that fumes are still present, the rescuer should wear an appropriate mask or self-contained breathing apparatus. If not breathing, if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. Get medical attention immediately. INGESTION: Do not induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. Get medical attention immediately. If affected person is conscious, give plenty of water to drink. FIRE: Suitable - Use an extinguishing agent suitable for the surrounding fire. Not suitable - None known. Personal protection - Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode. SPILL OR LEAK: Large spill - Stop leak if without risk. Prevent entry into sewers, water courses, basements or confined areas. Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or calcined absorbent earth and place in container for disposal according to local regulations. Small spill - Stop leak if without risk. Dilute with water and mop up if water-soluble or absorb with an inert dry material and place in an appropriate waste disposal container. STORAGE: Store in accordance with local regulations. Store in original container protected from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials. Keep container tightly closed and sealed until ready for use. CONTAINS: Dimethylisopropylammonium sulfate ; Sulfuric Acid 7664-93-9.</small>	
<small>For Emergency Medical Assistance Call Health & Safety Information Services 1-866-303-6949. Read and understand the Material Safety Data Sheet before using, handling or exposure to this product.</small>	HMIS® = H-3, F-1, PH-0
<small>Made in US by:</small> Address: <input type="text"/>	<small>Non-Emergency Phone Number:</small> <input type="text"/>
<small>MFG Date:</small> <input type="text"/>	<small>Revision Date: 01-AUG-2011</small>

LOT:

Cross Wt: LB KG **Net Wt:** LB KG
Tare Wt: LB KG **1**

Please Fill in All Boxes Before Shipping

How to Properly Label a Tote with Spent Scrubber Solution for Shipping



It is the customer's responsibility, as the generator and shipper of the spent scrubber solution, to make sure it is a non-hazardous waste, according to federal and local regulations.

Mark Solution As Shipped

Step 15) After shipping your Totes, log in to the Amine Tracker and click on the magnifying glass associated with your Request ID to confirm the number of totes and mark your solution as sent:

Amine Reclamation Program

Customer Amine Recovery Requests 

-- All Statuses -- Submit Recovery Request

	Requested On	Amine Type	Request ID	Status
	Oct 12, 2016	DMPA	1911	Recovery Complete
	Sep 21, 2016	DMPA	1905	Sample Approved
	Sep 16, 2016			
	Sep 10, 2016			

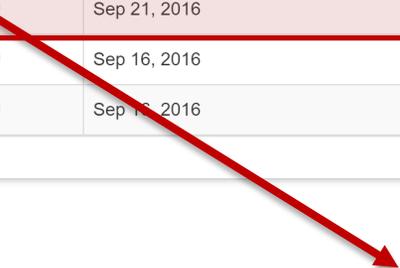
Amine Recovery 

Fill Pre-labeled Empty Totes:
You will receive a shipment of Pre-labeled Empty Totes to return your solution in. Once the Totes have been filled and shipped, please confirm below the number of Totes sent and mark the solution as shipped.

Please confirm the number of Totes of solution shipped:

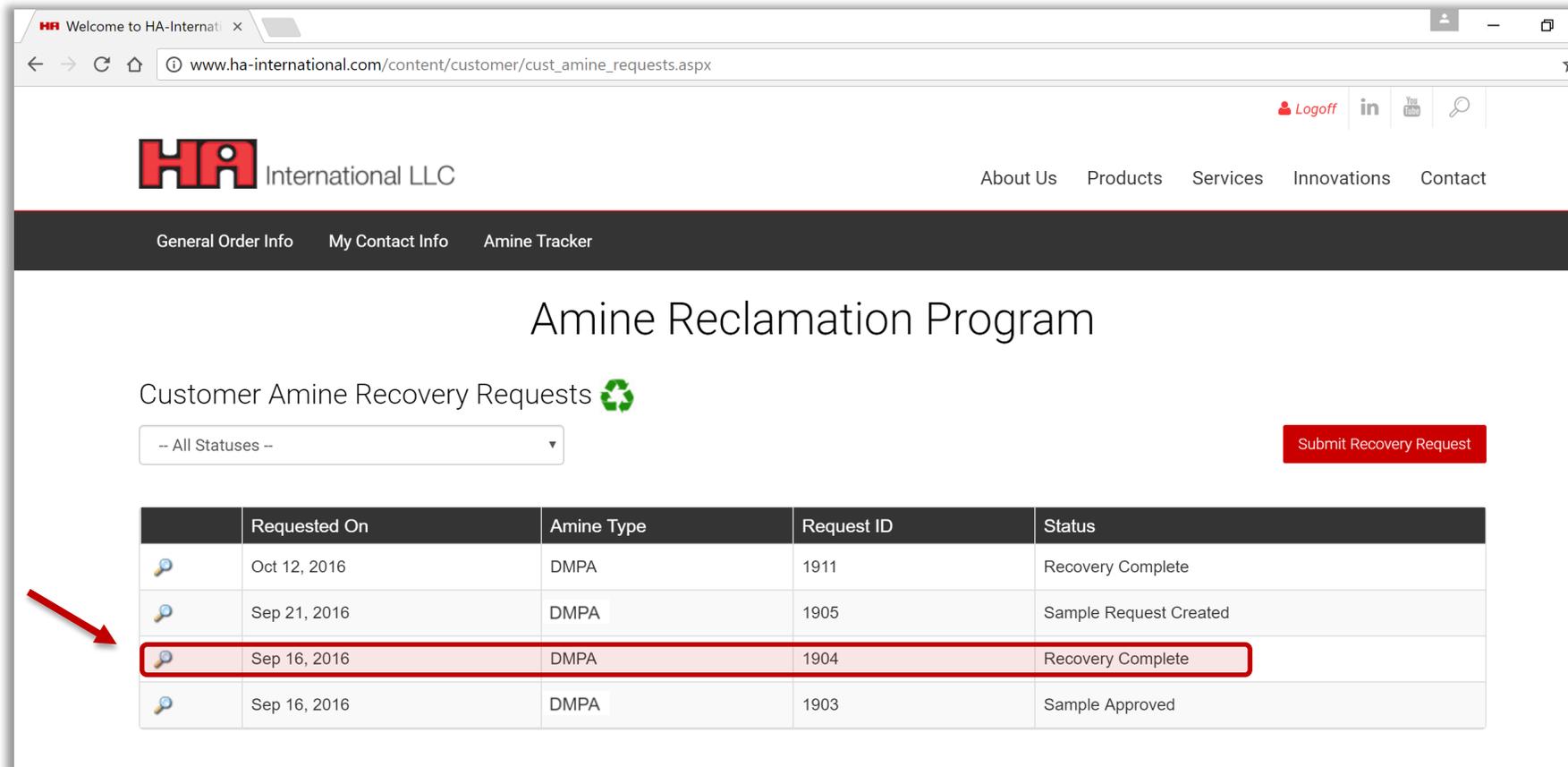
of Totes:

Mark Scrubber Solution As Shipped
When you have shipped out your scrubber solution, please click the button below so the Vendor knows it is in transit.



Solution is Received and Recovered

Step 16) You will be notified once the Totes have been received and recovered. The Amine Tracker status will change from “Solution Sent” to “Recovery Complete. Click on the magnifying glass to view the status and download your Certificate of Reclamation.



Customer Amine Recovery Requests 

-- All Statuses -- Submit Recovery Request

	Requested On	Amine Type	Request ID	Status
	Oct 12, 2016	DMPA	1911	Recovery Complete
	Sep 21, 2016	DMPA	1905	Sample Request Created
	Sep 16, 2016	DMPA	1904	Recovery Complete
	Sep 16, 2016	DMPA	1903	Sample Approved

Process Timeline

Step 17) Recovery is Complete. You can view the entire process history and download the Certificate of Reclamation.

RECOVERY TIMELINE

- 9/16/2016 1:22 pm - Sample Request Created
Sample Shipped On: 9/16/2016 1:28:48 PM
Created By: Amine Testing
Amine Type: DMPA
Estimated Volume: 5000 Gallons
Is A Bulk Shipment: No
- 9/16/2016 1:29 pm - Sample Received
Received By: HARP Administrator
- 9/16/2016 1:29 pm - Sample Approved
Approved By: HARP Administrator
20% of Amine in sample
20% of Free Sulfuric Acid in sample
20 Density
5 pH
[View Certificate of Analysis](#)
- 9/16/2016 1:35 pm - Solution Sent
Totes Shipped: 18 Totes
Sent By: Amine Testing
- 9/16/2016 1:38 pm - Solution Received
Totes Received: 18 Totes
Received By: HARP Administrator
- 9/16/2016 1:38 pm - Recovery Complete
Recovered By: HARP Administrator
[View Certificate of Reclamation](#)



Recovery Complete

Your solution was processed on 9/16/2016 1:38 pm and amine recovery is now complete. [Click Here](#) to view the Certificate of Reclamation (CoR).



Additional information and guidelines on properly charging and assuring full compliance with the Scrubber Solution can be viewed in other presentations on the HAI webpage.

Amine Scrubber General Design & Operating Principles





Contact your HAI Representative for more details.

– OR –

Aaron Kaboff, Resins Product Manager

aaron.kaboff@ha-group.com

630-575-5762

Specifics at each customer site, such as local codes, plant layout, soils condition, & environmental issues, are beyond the scope of this presentation. This presentation is intended to assist HA International customers of Sigma Cat cold box catalysts in the effective handling and tracking of the amine scrubber solution sample bottles and totes. It is suggested that for the handling of any other container besides the HARP sample bottles and scrubber solution totes, you contact your HA International representative.

The information contained in this presentation is, to our best knowledge, true and accurate; however, all recommendations or suggestions are made without guarantee or representation thereof or of results since the conditions of use are beyond our control. We suggest that you evaluate these recommendations or suggestions with your own staff prior to put these recommendations into practice. HA-International LLC disclaims all express and implied warranties, including merchantability and suitability for a particular use or purpose. Freedom to use any patent owned by HA-International LLC or others is not to be inferred from any statement herein. HA-International LLC disclaims any and all liability in connection with the use of these recommendations and or suggestions.

