PODS

Rev. 10/21/2022

UNKNOWN CONTAINER STATUS APPROVAL FORM

This form is designed to act as a reminder of the required diligence steps to help market management locate lost containers. Refer to the Container Status Policy for the complete company policy. In accordance with the policy, when a container is deemed missing, the following diligence procedures must be performed before a container can be placed into an unknown status:

- ☐ Ensure that the container has been correctly and physically FPU'd. This may require a visit to the last rental location.
- ☐ Review the driver logs for the last day of known activity to understand the route to ensure that the container has not been delivered to a new customer, but not timestamped (missed timestamp) or that the container was delivered to a new customer but was recently cancelled.
- ☐ Review the current and prior months' waybills/ manifests to ensure that the container wasn't moved as an IF relocation container. Also check emails in Outlook for any e-communications and any eStat/ TMW reports that include container's movements.
- ☐ Review storage center POD hunter reports to see if there are any strange gaps (i.e., 2 containers showing in levels 2 and 3 but no container in level 1. Or containers in level 1 and 3 but no container in level 2).
- ☐ Re-perform the empty container reconciliation to ensure that the container is not at the facility or staging areas.
- ☐ Check the rented containers inside the storage center(s) to ensure that the container has not been returned empty. Sometimes customers return empty containers locked.
- ☐ Confirm the location of all known donation/ marketing containers.
- ☐ Discuss the container's whereabouts with local management and staff.

If the container was towed, review the location where the container was removed and call any tow-away contact information. Calls can also be made to the local city or police department to determine which towing vendors service the area. If it's been determined that the container has been stolen, contact the local police department to file a report. Notify the PODS Legal, Internal Audit, Asset Management and Accounts Receivable Department.

Container ID:	Date of Request:
Market:	Warehouse location:
Date of Last Container movement:	Type of Movement (i.e. FPU, RTW, OOS):
Territory Manager Approval:	SVP of Corp. Ops. Approval:
Asset Management Approval:	CFO Approval: