



p. (888) 470-4835 | e. [salesmgr@lampmaster.com](mailto:salesmgr@lampmaster.com)

**SHIP TO:**  
Lampmaster Recycling  
419 Northland Blvd  
Cincinnati, OH 45240

### BOX ID FORM

(fill out one of these forms per box of signs)

RGA# \_\_\_\_\_

No shipment will be accepted without a proper RGA number and UN2911 written on outside of package.

Date Issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### RETURNED GOODS AUTHORIZATION FORM-DISPOSALS

- 1.) All packages must be marked on the top and one side with the assigned **RGA#** and **UN2911**
- 2.) A copy of the Box and Inventory Worksheet must be inside each package.
- 3.) The assigned RGA is valid only for the number of signs listed below.
- 4.) Only one shipment can be made using this RGA number.
- 5.) Under NRC regulations it is your responsibility to notify you state regulator and the US NRC of the transfer of these signs. See the procedure forms for additional information regarding reporting.
- 6.) Please refer to the full policy on the subsequent pages to insure your shipment is prepared properly.

Bill To: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### INSTALLATION ADDRESS:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### SIGNATURE:

*I have read and agree to all terms and conditions:*

Signature: \_\_\_\_\_

**Do not write below this line - This space reserved for Lampmaster Use Only:**

Returned for Disposal:    Y    N

Payment Method:         Y    N

Payment Date:            Y    N

Disposal Fee: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Date Received: \_\_\_\_\_

Checked in by: \_\_\_\_\_



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### Thank You for Choosing Lampmaster

Lampmaster Recycling is happy to provide this important recycling service to our customers. Exit signs typically contain radioactive tritium which can cause serious damage if not disposed of properly. Properly disposing these signs is not just environmentally sound it is a Federal requirement.

The following pages will provide instructions and terms for the proper disposal of these signs. **We strongly suggest that you read these policies and procedures carefully and in their entirety as failing to follow instructions will result in shipment refusal or additional fees.**

If you should come across any questions we encourage you to reach out to **Nathan Keys** at (888) 470-4835 or email [salesmgr@lampmaster.com](mailto:salesmgr@lampmaster.com).

### Terms & Conditions

Lampmaster requires all policies and procedures be followed during the returns process, these pertain to packaging the signs for shipment, reporting damaged signs prior to shipping and properly completing required forms.

Each Exit sign contains a unique serial number that has been registered to your facility with both your state and the **US Nuclear Regulatory Committee (US NRC)**. Proper disposal will de-activate the serial number, comply with regulatory guidelines, and safely dispose of the exit sign.

All pricing including potential additional fees are contained within these instructions. Lampmaster will not charge penalty or licensing fees that are not addressed in our written policy. In the rare instances in which additional fees such as special shipping are incurred, Lampmaster will address them prior to approval of shipment and acceptance of payment.

**By signing and initialing the forms and physically returning the signs to Lampmaster, you are agreeing to our terms and conditions and understand that failure to follow will result in shipment refusal or additional fees.** RGA numbers will not be issued until all paperwork is completed properly and entirely including signing/initialing indicated pages.

Lampmaster will not issue a Certificate of Disposal or additional RGA numbers until all outstanding fees have been paid. Payment may be made by credit card, PO# or PayPal at [lampmaster.com](http://lampmaster.com). Please refer to the attached packaging instructions and fee schedule:

Signs for Disposal	Cost Per Sign
14 Signs or Less - Any Manufacturer	\$150.00
15 Signs or More- Any Manufacturer	\$125.00
Exit Signs that have been Damaged	\$250.00
Aircraft Exit, Safety and Directional Signs	Contact Lampmaster
Safety Markers and Misc. Tritium Light Sources	Contact Lampmaster

When paying disposal fees by credit card you are authorizing Lampmaster to immediately charge any additional fees to the same credit card without need for additional authorization. If the disposal fees were paid via PO# or PayPal you agree that Lampmaster will issue an invoice for the additional amount and that payment is due immediately upon receipt of the invoice. You further agree to pay any costs incurred by Lampmaster should they be forced to engage a third party collection agency to secure payment for disposal services, fees resulting from your failure to follow our policies, or for the purchase of new signs.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## INSTRUCTIONS (page 1)

(please check each step and initial/sign at bottom)

### **\*\*IMPORTANT\*\*** Preparing & Packaging Signs for Returns

The following pages contain the procedures for preparing and packaging your signs for return. These procedures help us minimize handling time, which allows Lampmaster to hold disposal costs down and insure your signs are packaged according to Department of Transportation (DOT) shipping requirements.

Failure to properly prepare your paperwork and/or packaging when returning signs is costly for Lampmaster. Inaccurate or incomplete paperwork and improperly marked boxes hinder our ability to track incoming returns. The time needed to correct paperwork mistakes or locate improperly marked boxes is costly and our policy is designed to minimize lost time.

The fee schedule at the end of these instructions itemizes the additional fees we charge to correct paperwork and/or problems caused by packaging errors. Our goal is to help you avoid these fees. At any time, questions of any kind can be directed towards Nathan Keys at [salesmgr@lampmaster.com](mailto:salesmgr@lampmaster.com) or **888-470-4835**.

**Included in this packet:** terms & conditions (1 page), instructions & checklist (5 pages), Box ID Form (1 sheet), Inventory worksheet (1 page). To help insure you don't create additional costs, we will be happy to walk you through each step of the process.

- \_\_\_\_ 1. Once removed from service each sign is to be wiped down to remove surface dust and dirt. All loose material and adhesive is to be removed.
- \_\_\_\_ 2. Lampmaster **MUST** be notified of damaged signs prior to shipping with a written description and photos of the damage. Have the signs been damaged so that the light sources are accesible, loose, missing, no longer glowing or broken? We will use this information to determine if the damaged sign price applies and if additional packaging steps are required.
- \_\_\_\_ 3. Remove all mounting brackets, screws and other hardware. (See additional info below regarding the disassembly of the exit signs). Double-faced signs made by connecting two signs back to back are to be taken apart and shipped as two signs. Signs that say exit on both sides but are contained within a single metal housing should be left intact but count as two signs for pricing and packaging. Failure to separate appropriate double face signs will result in additional fees. If you have questions as to whether or not your signs should be separated, or how, please email us photos of the signs in question and we will be happy to make a determination for you and provide further instruction.
- \_\_\_\_ 4. An inventory of signs must be created and submitted to Lampmaster to insure accurate pricing. This inventory is to be submitted with your request and a second copy placed inside the corresponding box. This will be used to check your signs in when they arrive at our facility and to create your Certificate of Disposal. Please use the Box ID and Inventory Worksheet we have provided. Place the inventory list in the corresponding box, not in a shipping document pouch attached to the box.
- \_\_\_\_ 5. We require that the manufacturer name, model number, serial number, manufacture date and life rating be entered into the inventory worksheet for each sign. Should the curie content be listed on the sign instead of the life rating please enter the curie content in the life rating box. If any information is not available on the sign you may mark the item as N/A. There will be additional administrative fee if the signs are returned with lines marked N/A on the worksheet but the information is easily identifiable on the signs when they arrive.
- \_\_\_\_ 6. Once the inventory is complete place the signs in the box provided. There are to be no more than 10 signs in each box. If you have more than 10 signs **do not divide them evenly between boxes, each box except for the final box is to contain 10 signs**. Signs packed in any type drum will be returned and an additional administrative fee, and shipping charges if applicable, will be applied.

Initial \_\_\_\_\_ Date \_\_\_\_\_



## INSTRUCTIONS (page 2)

- \_\_\_ 7. Appropriate packing filler materials include paper (crumpled, not shredded) block foam or bubble wrap. Please **DO NOT** USE foam peanuts and do not place signs in individual boxes or wrap and seal them in bubble wrap. If you must use foam peanuts seal them in small plastic bags first then pack those around the signs. Materials such as cat litter, vermiculite or sand are not to be used. **Do not use overly large boxes or your shipment may be refused. Boxes that will hold twice as many signs as being are too large.**
- \_\_\_ 8. **DO NOT wrap or seal signs individually in bubble wrap or any other material or tape them into a bundle unless approved by Lampmaster in writing. The signs are to be placed in the box and packed around to prevent shifting. This is our current number one problem with disposal returns and WILL result in an additional fee of \$50 per sign.**
- \_\_\_ 9. The RGA number is to be *written* on the attached labels in large print easily readable at eight to ten feet. **Printing** the RGA number on the shipping label is not considered to be within policy. Failing to follow this procedure may result in your shipment being refused and the application of additional fees.  
\*\*Please put the RGA number in the space provided on the **Lampmaster Label**.
- \_\_\_ 10. If your shipment contains multiple boxes they are to be marked 1 of 2, 2 of 2, etc. Box numbers on the shipping label are not compliant with this policy. Failing to follow this procedure may result in your shipment being refused and the application of additional administrative fees.
- \_\_\_ 11. "UN2911" must be written on the outside of each box (unless the label provided already states this).
- \_\_\_ 12. The filled out label complete with Box Number, RGA Number, and UN2911 are to be placed on the top AND side of each box. Putting this information on the shipping label (provided separately) is not in compliance with this policy. **\*\*Filling out included Lampmaster Label will accomplish lines 9-12.\*\***
- \_\_\_ 13. All pages of this request must be either initialed or signed in the indicated areas before and RGA number will be issued. Placing your initials and signature on these pages as indicated, and returning the signs, signifies that you have read, understood and complied with these policies and procedures.
- \_\_\_ 14. See the following page concerning the return of SRB Technologies B100 Luminexit series exit sign.

### REPORTING YOU HAVE PROPERLY DISPOSED OF YOUR TRITIUM SIGNS

You are required to report to your state regulators and the US NRC that you have disposed of your signs. Reporting requires that a simple letter be written stating that you have sent your signs to SRB Technologies, Inc. (NC Radioactive Materials License # 034-0534-2) for proper disposal. Include in the letter the total number of signs returned, the manufacturer, the serial number and the address where they were installed/registered. **You will need to send one copy to your state regulator and one to the US NRC.**

To identify your state regulatory body to go <https://scp.nrc.gov/asdirectory.html> then click on your state for the address and other contact information.

The address for USNRC Reporting is:

Director of FSME  
Attn: GLTS  
U.S. Nuclear Regulatory Commission  
Washington, DC 20555-0001

If a transportation incident occurs you must report the incident to the USDOT per 49 CFR 171.15 and 171.16. Lampmaster will also need to be notified at **800-552-0098 ext. 202.**

Initial \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS (page 3)

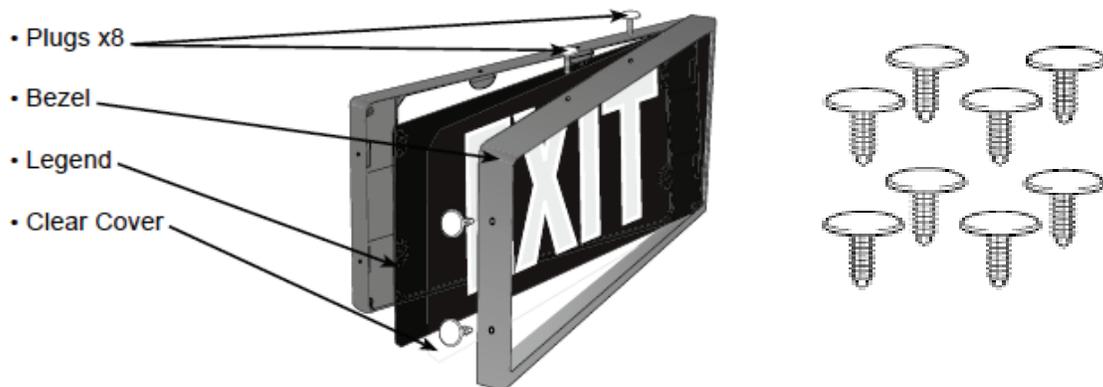
### Procedures for Preparing SRB Technologies Inc. B100 Luminexit Signs

The design of the SRBT B100 Luminexit self-luminous exit sign requires eight push pins (see the drawings below), two on each side, to attach the outer frame to the sign housing. Although eight pins are provided, in some instances less than eight are used. (Some of the older B100 Exit signs did not use push pins, the frames were glued to the housing. Obviously this procedure does not apply to those signs.)

Regardless of how the signs were mounted or the number of pins used ALL pins are to be removed before returning the signs for disposal. Since there are serial numbers attached to the outer frame (bezel), the frame should be placed back on the housing but do not replace the pins and do not use tape to secure the frame to the housing.

On some of the older model B100 signs, once you take the frame and colored exit stencil off, there is a thin acrylic sheet glued in place over the tubes. If this sheet is loose please tape it back in place, using just enough tape to hold the sheet in place, to protect the tubes but do that before replacing the frame. Again, do not tape the frame to the housing.

Failure to remove ALL the pins prior to returning the signs will result in additional fees. Please refer the attached fee schedule.



Drawing of the B100 Sign Assembly

Initial \_\_\_\_\_ Date \_\_\_\_\_



## INSTRUCTIONS (page 4)

### Fee Schedule

Issue	Additional Fee
Returning excessively dirty signs or failing to remove double faced tape or other adhesives from the signs.	<b>\$50.00 per sign</b>
Placing more than 10 signs in a single box without Lampmaster approval	<b>\$100.00 per sign</b>
Dividing signs between boxes resulting in multiple boxes containing less than 10 signs. Only one box per shipment should contain less than 10 signs.	<b>\$100.00 per sign</b>
Failing to include a box specific inventory list in each box.	<b>\$100.00 per sign</b>
Returning more signs than listed on the RGA Request.	<b>Standard disposal fee plus \$50.00 per sign</b>
Failure to remove screws, hardware or mounting brackets or failing to convert double faced signs to singles when appropriate	<b>\$50.00 per sign</b>
Marking any information required from line 5 above as N/A and the signs arrive with the info clearly available/identifiable.	<b>\$50.00 per sign</b>
Returning damaged signs without properly notifying Lampmaster.	The fee is the difference between the disposal price and the \$150.00 damaged sign fee plus \$250.00/sign
Failing to properly number each box in your shipment.	<b>\$100.00 per box or refusal of shipment</b>
Failing to display the RGA number as required in item 10 above.	<b>\$100.00 per box or refusal of shipment</b>
Individually wrapping and sealing signs in bubble/foam wrap or sealing them in individual boxes within the master carton	<b>\$50.00 per sign</b>
Failing to remove fram push pins from SRB Technologies B100 Exit signs. All eight must be removed. This charge will apply if there are any pins missing.	<b>\$50.00 per sign</b>

Initial \_\_\_\_\_ Date \_\_\_\_\_



## INSTRUCTIONS (page 5)

### Preparation Checklist

Please use this checklist for your help in making sure all of our instructions have been followed completely.

- \_\_\_ 1. The signs have been wiped down removing loose dirt and adhesive. (If adhesive can't be removed cover it with paper or cardboard).
- \_\_\_ 2. All brackets, screws, and mounting hardware have been removed
- \_\_\_ 3. Double-faced signs that aren't enclosed in a single housing have been separated into individual signs. (Contact Lampmaster if you have trouble or questions with this procedure).
- \_\_\_ 4. An accurate count of the signs, counting double-faced as two signs has been performed completely.
- \_\_\_ 5. Notice of any damaged signs has been communicated to Lampmaster complete with pictures and notification in writing (or email).
- \_\_\_ 6. Pre-printed Lampmaster Label has been filled out according to the instructions and one is placed at the top of the box one is placed on the side.
- \_\_\_ 7. If signs have been placed in individual boxes, individually wrapped in bubble wrap or other material or been taped together in a bundle **they must be re-packaged properly. This is a frequent mistake and is directly addressed in items 7 and 8 in the procedures.**
- \_\_\_ 8. An accurate inventory has been created for each box and a copy has been placed in the corresponding box using the Box ID Form. Do not attach the **Box ID Form** to the outside of the box in packing slip pouch, they come off in transit, please place them IN the box.
- \_\_\_ 9. Lampmaster has been contacted with any questions regarding preparation of paperwork or packaging.
- \_\_\_ 10. All paperwork has been completed in its entirety, signed and/or initialed as indicated and returned to Lampmaster.
- \_\_\_ 11. The pre-printed label is filled out and visibly attached to the box in two places on the box for return. The handwriting is clearly visible and easy to read and not covered by shipping labels.



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## BOX ID & INVENTORY WORKSHEET

\*Include one sheet per box of exit signs

Manufacturer	Model	Serial Number	Date of Manufacture	Life Rating (Years)

Initial \_\_\_\_\_ Date \_\_\_\_\_