



Packaging Instructions

For the Return of Self-Luminous Exit Signs

- **STEP 1: Prepare Signs for Packaging**

Remove any mounting brackets, hardware, screws, or tape and wipe down each sign. We do not expect the signs to be cleaned to a like-new condition, but ask that any loose material be removed.

Failure to comply: \$50 Fee, per sign

Double faced signs made by connecting two signs back-to-back separated from each other and shipped as two signs. Signs that say exit on both sides but are contained within a single housing should be left intact. However, these signs should be counted as two signs for pricing and packaging purposes. This will apply even if there is only one serial number on the housing.

Failure to comply: \$50 Fee, per sign

If any of the signs are damaged, TritiumDisposal must be notified in writing prior to shipping. Please provide photos and a written description of the damage. The information we are looking for includes: Has the sign been damaged to the point that the light sources are accessible? Are any lights loose, missing, no longer glowing, or broken? We will use the information you provide to determine whether the damaged sign disposal price applies and what additional packaging may be required.

Damaged sign disposal price: \$250 per sign

Failure to report damaged signs: \$300 Fee, per sign (in addition to the damaged sign disposal price)

- **STEP 2: Create an Inventory**

Before you package your signs, create a sign inventory using our [Serial Number Log](#) (pg 6). Each sign's manufacturer name, manufacture date, model number, serial number, and activity (measured in Ci or TBq) can be found on the back or side of each sign. If any information is not available for a sign, you may mark the line for that item with N/A. If you have more than 10 signs you will have to use multiple Serial Number Log pages. The Serial Number Log will also serve as a packing slip for each box. All serial number logs should be submitted to TritiumDisposal along with this return agreement.

Marking inventory fields with N/A when the correct info is clearly available: \$50 Fee, per sign

Returning more signs than listed on your serial number logs: \$100 Fee, per extra sign



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(Continued)

- **STEP 3: Package Your Signs**

Pack the signs in a clean, like-new cardboard box. The US NRC requires that the box be sturdy enough to withstand normal shipping procedures. There are to be no more than 10 signs in each box. If your total number of signs is more than 10, do not divide them evenly between multiple boxes. Each box except for the final box is to contain exactly 10 signs. Do not use metal or plastic drums.

Placing more than 10 signs in a single box: \$100 Fee, per extra sign

Dividing signs between boxes resulting in multiple boxes with less than 10 signs: \$100 Fee, per box

Using inappropriately large boxes or any type of drum: Shipment refused and returned to sender

Do not wrap or seal signs individually in bubble wrap or any other material or place them in individual boxes within the master carton.

Failure to comply: \$50 Fee, per sign

To avoid shifting during shipping, fill in any extra space within the box with the appropriate packing materials. Appropriate materials include paper (crumpled, not shredded), block foam, or bubble wrap. Foam peanuts are not preferred. Materials such as cat litter, vermiculite, or sand are not to be used.

Each box is to contain a copy of its matching serial number log. Each serial number log will act as an inventory list that is specific to that box and only that box.

Failure to include a matching serial number log in each box: \$100 Fee, per box

- **STEP 4: Prepare Your Box for Shipping**

The RGA number is to be written on the outside of each box in an easily identifiable manner. Placing 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 returned to sender. The RGA number should be written on the top AND one side of each box in large enough lettering to be easily identifiable from several feet away.

Failure to comply: \$100 Fee, per box or refusal of shipment

“UN2911” must be written in an easily identifiable manner on the outside of each box. UN2911 is NOT your RGA number. You will receive your RGA number after you have submitted this disposal agreement to TritiumDisposal.

Failure to comply: \$100 Fee, per box or refusal of shipment

If your shipment contains multiple boxes they must be marked as “1 of x”, “2 of x”, etc. Markings on the shipping label are not considered as being compliant with this policy. Failing to follow may result in your shipment being refused and returned to sender.

Failure to comply: \$100 Fee, per box or refusal of shipment

Do not ship any signs to our corporate office in Columbus, OH.

Our goal is for all packages to arrive correctly and no fees to be incurred. Please call or email if you have any questions or need any clarification.