

**MICHIGAN DEPARTMENT OF CORRECTIONS
BELLAMY CREEK CORRECTIONAL FACILITY**

"Committed to Protect, Dedicated to Success"

MEMORANDUM

DATE: June 30, 2017

TO: Director FSME
Attn: GLTS
USNRC
Washington, DC 20555-0001

FROM: Scott Klein, Maintenance Supervisor
Bellamy Creek Correctional Facility
State of Michigan

SUBJECT: Return of Self-Luminous Exit Signs
RMA #12988PA-RMA

This is a notification for the transfer of Isolite exit signs per the attached paperwork. We are in a non-agreement state.



How to obtain a Return Material Authorization (RMA#) for the return Self Luminous EXIT signs:

- 1) Prepay for returns by check or credit card.
- 2) Complete the attached D.O.T training & acknowledgement form, serial number spreadsheet, and commercial invoice.
- 3) Return all forms to Isolite via email or the fax number below.
- 4) Once all forms and payment are received, your paperwork will be electronically filed to Canada for approval.
- 5) Once approved, Isolite will provide your RMA #, transfer notification letter, & copy of invoice.

After Obtaining your Return Material Authorization (RMA#):

- 1) Double check to see that your signs are packaged according to Isolite's Packaging & Shipping Instructions.
- 2) Attach 3 copies of the completed commercial invoice to the outside of the master carton (if multiple cartons, ONLY box #1 in your shipment). Place the commercial invoices in a clear packaging envelope.
- 3) If you are in a non-agreement state mail your transfer notification letter to the Nuclear Regulatory Commission (NRC):

Director FSME
Attn: GLTS
USNRC
Washington, DC 20555-0001

**If you are in an Agreement State the transfer letter will be sent to the appropriate state authority. The address will be provided along with your RMA#. This letter completes your obligation as the general licensee of the signs and must be sent in.*

- 4) Ship signs via UPS or FedEx International Standard/Ground.
- 5) Fax or email Isolite your tracking numbers.

**Call or email Christen Martin with any questions at:
800-888-5483 (p)
610-296-8952 (f)
CMartin@Isolite.com**



**Return Merchandise
Authorization**

PO # D ENGMAN

Expiration Date: 7/17/2017

RMA Date:	6/16/2017
Orig. Invoice Date:	6/16/2017
RMA #	12988PA-RMA
Order #	98810PA
Terms	

Bill To: Farmers Insurance 2940 Earle Ave SW Apt 1 Grandville, MI 49418 USA 616-813-4369	Ship To: Bellamy Correctional 1727 W Bluewater Hwy. Ionia, MI 48846 USA 616-527-2510 Scott Klein
---	---

PRODUCT NO	DESCRIPTION	QTY	PRICE	RESTOCK	EXTENDED PRICE
RETURN	Return of Expired Tritium Exits	30	\$0.00	0.00%	\$0.00

Subtotal: \$0.00
Restocking Fee: \$0.00
Total Credit: \$0.00

REP: * Christen Martin

Comments:

*** RMA# must appear on shipping label or return may be refused! ***
*** If applicable a CREDIT will be issued upon receipt and inspection! ***

Return To:
ISOLITE RETURNS
SRB Technologies (Canada), Inc
320 Boundary Rd, Ste 140
Pembroke, ON K8A 6W5
CANADA
Attn: RMA # 12988PA-RMA

73



Serial Number Spreadsheet

Company Name	Berkley Correctional	Contact Name	Scott Klein
Address 1	1727 W Bluewater Hwy	Contact Phone	616-527-2510 x 0500
Address 2		Contact Fax	616-527-2425
City/State	Xonite, MI	Contact Email	Klein.S@Michigan.gov
Zip Code	48846	Today's Date	7-13-2017

*Please completely fill out the above fields

Line	Manufacturer Name	Manufacturer Date	Model Number	Serial Number	Original Activity (CI or Tbj)
1	Isolite	3-87	2040	D73568	25 CE
2	Isolite	6-89	2008	D96610	12 CE
3	Isolite	3-87	2040	D73471	25 CE
4	Isolite	3-87	2040	D73473	25 CE
5	Isolite	6-89	2008	D96608	12 CE
6	Isolite	3-87	2040	D73527	25 CE
7	Isolite	3-87	2040	D73472	25 CE
8	Isolite	3-87	2040	D73467	25 CE
9	Isolite	3-87	2040	D73594A	25 CE
10	Isolite	3-87	2040	D73594A	25 CE
11	Isolite	3-87	2040	D73594-B	25 CE
12	Isolite	3-87	2040	D73590B	25 CE
13	Isolite	6-89	2008	D96686	12 CE
14	Isolite	6-89	2008	D96712	12 CE
15	Isolite	6-89	2008	D96788	12 CE
16	Isolite	6-89	2008	D96671	12 CE
17	Isolite	3-87	2040	D73582	25 CE
18	Isolite	3-87	2040	D73542	25 CE
19	Isolite	6-89	2008	D26713	12 CE
20	Isolite	6-89	2008	D96685	12 CE
21	Isolite	3-87	2040	D73468	25 CE
22	Isolite	6-89	2008	D96729	12 CE
23	Isolite	6-89	2008	D96667	12 CE
24	Isolite	3-87	2008	23577	25 CE
25	Isolite	3-87	2008	23579	25 CE

*The above information should be on the signs labels. If any information on the sign is missing please fill in the fields with "missing" or "illegible", etc. Please print clearly. A double sign is counted as "TWO" signs, not "ONE" Please make note of this. The company & address information, should belong to the End-User (location the signs have physically been removed from).



Serial Number Spreadsheet

Company Name	Be Namy Correctional	Contact Name	Scott Klein
Address 1	1737 W. Bluewater Hwy	Contact Phone	616-527-2510 x 2500
Address 2		Contact Fax	616-527-2445
City/State	Tonia, MI	Contact Email	KleinSS4@michigan.gov
Zip Code	48846	Today's Date	7-13-2017

*Please completely fill out the above fields

Line	Manufacturer Name	Manufacturer Date	Model Number	Serial Number	Original Activity (CI or Tbg)
1	ISO/HE	3-87	2040	73593-A	25 CE
2	ISO/HE	3-87	2040	73593-B	25 CE
3	ISO/HE	3-87	2040	73537	25 CE
4	ISO/HE	3-87	2040	73528	25 CE
5	ISO/HE	3-87	2040	73573	25 CE
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

30

*The above information should be on the signs labels. If any information on the sign is missing please fill in the fields with "missing" or "illegible", etc. Please print clearly. A double sign is counted as "TWO" signs, not "ONE" Please make note of this. The company & address information, should belong to the End-User (location the signs have physically been removed from).