

**MICHIGAN DEPARTMENT OF CORRECTIONS**

GLTS

"Committed to Protect, Dedicated to Success"

**MEMORANDUM**

**Date:** 7/14/17  
**To:** Whom it may concern  
**From:** Robert Weems, Physical Plant Supervisor  
**Subject:** Tritium exit signs

The listed signs have been sent back for recycling on 7/14/2017 and are no longer in our possession.

David Voris  
Master Electrician  
RGC MDOC  
517.780.5854



**Serial Number Spreadsheet**

Company Name	<i>Eselec Correctional</i>	Contact Name	<i>Rob Weems</i>
Address 1	<i>3855 Cooper St.</i>	Contact Phone	<i>517-780-5853</i>
Address 2		Contact Fax	
City/State	<i>Jackson, MI</i>	Contact Email	<i>weems@amrMichigan.gov</i>
Zip Code	<i>49201-7517</i>	Today's Date	<i>7-13-2017</i>

\*Please completely fill out the above fields

Line	Manufacturer Name	Manufacturer Date	Model Number	Serial Number	Original Activity (Cl or Tbg)
1	<i>Isolite</i>	<i>5-87</i>	<i>2040</i>	<i>075383</i>	<i>25ci</i>
2	<i>Isolite</i>	<i>5-87</i>	<i>2040</i>	<i>075308</i>	<i>25ci</i>
3	<i>Isolite</i>	<i>5-87</i>	<i>2040</i>	<i>075628</i>	<i>25ci</i>
4	<i>Isolite</i>	<i>5-87</i>	<i>2040</i>	<i>075709</i>	<i>25ci</i>
5	<i>Isolite</i>	<i>5-87</i>	<i>2040</i>	<i>075326</i>	<i>25ci</i>
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\*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).



**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 #	12987PA-RMA
Order #	98811PA
Terms	

<b>Bill To:</b> Farmers Insurance 2940 Earle Ave SW Apt 1 Grandville, MI 49418 USA 616-813-4369	<b>Ship To:</b> Egeler Correctional Bldg. 3855 Coopex ST  Jackson, MI 49201-7517 USA 517-780-5853 Rob Weems
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PRODUCT NO	DESCRIPTION	QTY	PRICE	RESTOCK	EXTENDED PRICE
RETURN	Return of Expired Tritium Exits	5	\$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 #12987PA-RMA