



VSC Fire - Security, Inc.
1417 Miller Store Road, Suite C
Virginia Beach, VA 23455
(757) 213-3660
sales@vscfire.com | vscfire.com
DCJS# 11-6207

FIRE - SECURITY

To whom this is intended

1/18/24

This is to inform you that the signs, with attached information, have been sent to Brooks equipment C/O SRBT for proper disposal.

Included Info:
Box and Inventory Worksheet
Installation Site

Copy being sent to State Regulatory Body for the state of Virginia and copy mailed to:
USNRC reporting (Director of FSME)
Attn: GLTS
U.S. Nuclear Regulatory Commission
Washington, DC 20555-0001

Thank you,
Maria Peskopos
VSC Fire Security, Inc.

From: Brooks Equipment
Tel: 800-826-3473
Fax: 800-433-9265



EXIT SIGN DISPOSAL POLICY

Brooks requires that these policies and procedures be followed during the returns process. These policies and procedures pertain to packaging the signs for shipment, reporting damaged signs prior to shipping and properly completing the required forms. Failure to follow these procedures WILL result in additional charges. Please refer to the attached packaging instructions and fee schedule. Brooks will not issue a Certificate of Disposal or provide additional RGA numbers until all fees are paid.

EVERY PAGE OF THIS DOCUMENT, INCLUDING THIS PAGE, MUST BE RETURNED IN ORDER TO RECEIVE AN RGA NUMBER. IN ADDITION EACH PAGE MUST BE SIGNED OR INITIALED AS INDICATED. BROOKS WILL NOT ISSUE THE RGA NUMBER UNTIL WE RECEIVE THESE FORMS COMPLETED PROPERLY AND IN THEIR ENTIRETY.

By signing and/or initialing these forms and shipping the signs, you agree to all terms and conditions and understand that failure to follow our policies and procedures will result in shipments being refused and/or additional charges.

Signature

Date:

1/18/24

The ship to address is:

Brooks Equipment
C/O SRBT
2580 Landmark Dr
Winston-Salem, NC 27103

Marking for OUTSIDE of package:

The RGA number and UN2911 must be printed on the outside of each package. Packages not marked will not be accepted. No exceptions.



SHIP TO:
 ATTENTION: Melissa Ellison
 C/O BROOKS EQUIPMENT
 2580 Landmark Drive
 Winston-Salem, NC 27103
 Tel: (336)-659-2610
 Fax: (336)-768-7720
 E-mail: SALES@BROOKSEQUIPMENT.COM

RG# 220512
 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 with the assigned RGA# and UN2911.
- 2.) A copy of the 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.

Bill To: BROOKS EQUIPMENT
 Contact Name: CHRIS SUMMEY
 Address: 10926 DAVID TAYLOR DRIVE, SUITE 300
 City: CHARLOTTE St: NC Zip: 28269

Phone: 800-826-3473
 Fax: 800-433-9265

INSTALLATION ADDRESS

Company Name: Ocracke Health Center
 Address: 305 Back Road
 City: Ocracke State: NC Zip: 27960
 Telephone: (252) 928-1511

I have read and agree to all terms and conditions:

Replacement Signs Ordered?: Y N

Signature: [Signature]

Date ordered: 12/13/23

PO#: 03X56948

Do not write below this line - This space reserved for Brooks use only

Returned for Disposal: _____
 Replaced under Warranty: _____
 Payment Method: _____
 Payment Date: _____

Y/N
 Y/N

Disposal Fee: _____

Date Returned: _____

Date Return Received: _____

Checked in by: _____



Preparing and Packaging Signs for Return

1. Once removed from service each sign is to be wiped down to remove surface dust and dirt. While it's not expected that the signs will be cleaned to a new condition any loose material, double face tape or other adhesive is to be removed.
2. If any of the signs are damaged BROOKS 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 price applies and what additional packaging may be required. REFER TO THE ATTACHED FEE SCHEDULE FOR ADDITIONAL COSTS FOR IMPROPERLY RETURNING DAMAGED SIGNS.
3. 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 housing should be left intact but count as two signs for pricing and packaging. This applies even if there is only one serial number on the housing.
4. An inventory of signs is to be created and submitted to BROOKS to determine correct pricing. A copy of this inventory is to be placed inside each box and 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.
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 a sign(s) you may mark the item as N/A. There will be an additional administrative fee if 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 a sturdy, size appropriate cardboard box. 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 JM Date 1/18/24



Procedures for Preparing and Packing Signs for Return (Continued)

7. Each box is to contain a copy of the inventory list specific to that box and only that box. This will be the same Box Inventory and ID Worksheets submitted with the RGA request. WE CANNOT OVERLY STRESS THE IMPORTANCE OF THIS REQUIREMENT.
8. To avoid damage or shifting during shipping fill in the box with appropriate packing materials. Appropriate materials include paper (CRUMPLED, NOT SHREDDED), block foam or bubble wrap. PLEASE REFRAME FROM USING FOAM PEANUTS. MATERIALS SUCH AS CAT LITTER, VERMICULITE OR SAND ARE NOT TO BE USED. THE BOXES SHOULD BE AN APPROPRIATE SIZE IN RELATION TO THE SIZE OF THE SIGNS. DO NOT USE OVERLY LARGE BOXES OR YOUR SHIPMENT MAY BE REFUSED.
9. DO NOT WRAP OR SEAL SIGNS INDIVIDUALLY IN BUBBLE WRAP OR ANY OTHER MATERIAL OR PLACE THEM IN INDIVIDUAL BOXES WITHIN THE MASTER CARTON. THIS GREATLY INCREASES OUR PROCESSING TIME AND WILL RESULT IN ADDITIONAL FEES.
10. 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 the application of additional administrative fees.
11. IF YOUR SHIPMENT CONTAINS MULTIPLE BOXES THEY ARE TO BE MARKED 1 OF X, 2 OF X ...ETC. MARKINGS ON THE SHIPPING LABEL ARE NOT CONSIDERED AS BEING COMPLIANT WITH THIS POLICY. FAILING TO FOLLOW THIS PROCEDURE MAY RESULT IN YOUR SHIPMENT BEING REFUSED AND THE APPLICATION OF ADDITIONAL ADMINISTRATIVE FEES.
12. "UN2911" must be written in an easily identifiable manner on the outside of each box.
13. The RGA Number, Box Number and UN2911 are to be written on the top AND one side of each box in large enough lettering to be easily identifiable from a several feet away. Again, putting any of this information on the shipping label is not considered compliant since it won't be visible from a reasonable distance.
14. All pages of this request must be either initialed or signed in the indicated areas before a RGA number will be issued.

Questions regarding payment or policies may be sent to SALES@BROOKSEQUIPMENT.COM

Initial JM Date 1/18/24



Procedures for Preparing and Packing Signs for Return (Continued)

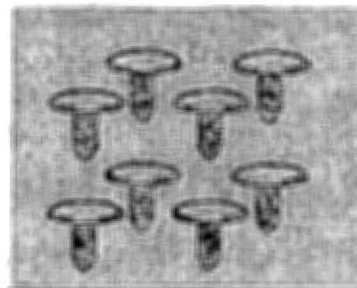
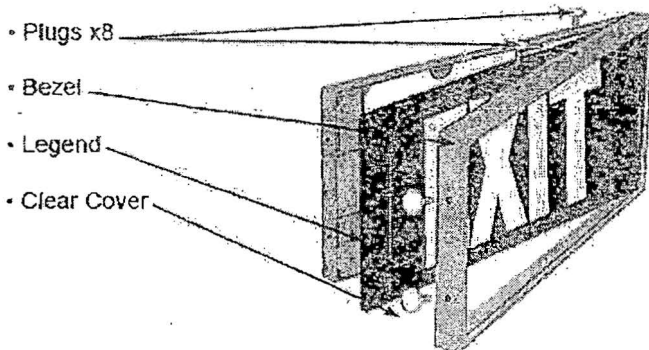
Preparing SRBT B100 Luminexit Signs

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. This procedure does not apply to signs with frames glued on.)

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 JM Date 1/18/24



Procedures for Preparing and Packing Signs for Return

(Continued)

Reporting the Disposal of Your Tritium Signs

15. You are required to report to your state regulators and the US NRC that you have disposed of your signs. You may need to write a simple letter stating that you have sent your signs to Brooks equipment C/O SRBT 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 go to: <https://sep.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. SRBT will also need to be notified at 800-552-0098 extension 202.

FEE SCHEDULE	
ISSUE	ADDITIONAL FEE
Returning excessively dirty signs or failing to remove double faced tape or other adhesives from signs.	\$50.00 per sign.
Placing more than 10 signs in a single box without SRBT approval.	\$100.00 per extra sign.
Dividing signs between boxes resulting in multiple boxes containing less than 10 signs. (There should be only one box per shipment containing less than 10 signs.)	\$100.00 per box.
Failing to include a box specific inventory list in each box.	\$100.00 per box.
Returning more signs than listed on the RGA Request.	Standard disposal fee plus \$100.00 per sign.
Failure to remove screws, hardware or mounting brackets or failing to convert double faced signs to singles when appropriate.	\$50.00 per sign.
Marking any information required from line 5 above as N/A and the signs arrive with the info clearly available/identifiable.	\$50.00 per sign.
Returning damaged signs without properly notifying SRBT.	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.	\$100.00 per box or refusal of shipment.
Failing to display the RGA number as required in 10 above.	\$100.00 per box or refusal of shipment.
Individually wrapping and sealing signs in bubble/foam wrap or sealing them in individual boxes within the master carton.	\$50.00 per sign.
Failing to remove frame push pins from SRBT B100 exit signs. All eight must be removed. This charge will apply if there are any pins remaining.	\$50.00 per sign.

Initial GM Date 1/18/24

BOX ID AND INVENTORY WORKSHEET

BOX NUMBER: of

Manufacturer	Model	Serial Number	Date of Manufacture	Life Rating (Years)
SRB Technologies	BX	C092388	Oct. 12	10 YR
SRB Technologies	BX	C092387	Oct. 12	10 YR

Initial gm Date 6/18/24

BROOKS EQUIPMENT CO.

Self Luminous Exit Sign Order Requirements

****ALL INFORMATION MUST BE PROVIDED BEFORE ORDER WILL BE PROCESSED****

SHIP TO CONTACT NAME: COMPANY NAME & PERSON RECEIVING SHIPMENT

VSC Fire Security / Maria Peskopos

SHIP TO ADDRESS: MUST BE A COMMERCIAL ADDRESS

1417 Miller Store Road Virginia Beach, VA 23455

SHIP TO CONTACT PHONE: PHONE # OF PERSON RECEIVING SHIPMENT

757-213-3634 1

****THE INFO BELOW PERTAINS TO THE INSTALLATION SITE****

END USER NAME: COMPANY NAME WHERE INSTALLATION TO TAKE PLACE

Ocracoke Health Center

PHYSICAL ADDRESS FOR SIGN INSTALLATION: ADDRESS OF INSTALLATION

305 Back Road Ocracoke, NC 27960

NAME OF RESPONSIBLE PARTY: COMPANY NAME/CONTACT AT SITE OF INSTALLATION

Alice Litchfield

TITLE OF RESPONSIBLE PARTY: (PERSON RESPONSIBLE @ INSTALLATION SITE (PERSON RESPONSIBLE AFTER INSTALLATION))

Alice Litchfield

TELEPHONE NUMBER OF RESPONSIBLE PARTY: (PHONE # OF PERSON LISTED ABOVE)

252-928-1511

FAX NUMBER OR EMAIL OF RESPONSIBLE PARTY: (AFTER INSTALLATION)

alitchfield@engelhardmedicalcenter.org