



ACTARIS metering systems 1310 Emerald Road Greenwood, SC 29646	<b>RMA Certification</b> Transmittal Form	Ph: (864) 223-1212 Fax: (864) 223-0341
<b>MSDS INCLUDED:</b> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	<b>Date:</b> _____	<b>RMA Number:</b> _____
Company: _____		
Returned Materials: _____		
Model #: _____	Serial #: _____	
Fluid Identification: _____		

**POLICY AND PROCEDURES FOR RETURNED MATERIALS**

To ensure the safety of personnel and to prevent improper handling and disposal of materials including those listed in OSHA 1910, Subpart Z (Toxic and Hazardous Substance List), Actaris has adopted the following policy and procedure for the return of goods to be evaluated or repaired.

**POLICY**

It is the policy of Actaris that no returned materials would be accepted from any end user without a Return Material Authorization (RMA) number clearly visible on the exterior of the shipping container. Returned materials using the RMA number constitutes an agreement to comply with this policy and procedure. Goods received that are not in compliance will be returned to the end user and any cost incurred will be invoiced to the end user.

**PROCEDURE**

1. Prior to shipping, the end user will contact Actaris to request a RMA number. The request will identify the material(s) to be reviewed, and either state that the device(s) are empty and free of all process and cleaning substances and provide Material Safety Data Sheets (MSDS) for the substances in the device(s), unless Actaris agrees that a MSDS is not necessary for the process fluid.
2. The end user will contact Actaris for instructions on opening any closed cavity if a leak into the closed cavity is suspected.
3. Actaris will not accept any goods wetted with process or other fluid unless the MSDS has been submitted in advance for review and written approval.
4. The returned material(s) must be:
  - (a) fully and accurately described by the proper shipping name;
  - (b) properly classified, packed, marked and labeled, and;
  - (c) in proper condition for transport by highway according to applicable international and national government regulations, the laws and regulations of the State of South Carolina and all other applicable laws and regulations.

**END USER CERTIFICATION**

I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that violation of the policies and procedures of Actaris will result in return of material(s) to the end user; and are subject to the possibility of penalties from the applicable international and national government regulations and the laws of the State of South Carolina; and agree to indemnify Actaris for any loss or expense resulting from violation in the policies of Actaris.

Upon compliance with the above steps, the shipper will place a signed copy of this form with the Actaris address and RMA number visible along with all appropriate MSDS and additional information requested.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_