



HVAC SPENT CARBON PROFILE

Approval Date: _____ Approval Number _____

Approved By: _____ Title: _____

**TO BE COMPLETED FOR EACH SHIPMENT
OF SPENT HVAC CARBON TO RSE INCORPERATED.**

1. Customer Information

- a. Company Name: _____
- b. Company Address _____
- c. Representatives Name _____
- d. Representatives Title _____
- e. Telephone Number _____
- f. Fax Number _____
- g. Anticipated Shipping Date _____
- h. Purchase Order Number _____

2. Spent Carbon Information

- a. Quantity By Volume or Weight _____
- b. Shipping Container Type _____
- c. Number of Shipping Containers _____
- d. Number of Filters Spent Carbon Originated From _____
- e. Number of Companies Generating Spent Carbon _____
- f. Has the spent carbon been use in HVAC systems only? YES or NO
- g. Has the spent carbon been used in Air Filters that are piped direct to any industrial or chemical process? YES or NO
- h. Are there any known hazards associated with this spent carbon tha RSE should consider while handling? YES or NO
 - i. If yes, Describe. _____

3. Customer Certification

I hereby certify that to the best of my knowledge, information submitted in this document is true and accurate and that all known or suspected chemical contaminants and potential hazards have been disclosed.

Signature

Title

Name (print)

Date



Reactivation Procedure

- Once the proper paperwork has been filled out and approved, the trays can be sent back to our facility to begin the reactivation process.
- Upon arrival, all skids are visually inspected before they are unloaded from the truck. (NOTE: This is a preliminary inspection. Not all damage can be seen until the trays are fully unpacked from their boxes.) Once the skids pass the preliminary inspection, the trays are then unpacked and sent to begin the reactivation production process.
- Once in production, the trays are then inspected a second time to insure that there is no damage and that they will work as intended. At this time, if any damaged or rusted trays are discovered, or the count does not match the shipper, the issue will be reported back to the customer.
- From there, the trays are moved to the dumping area where the old carbon is removed and if needed, the trays will be wire brushed before they are refilled with new media. After filled, they are wiped clean, poly bagged, and packed for shipment.
- At this time, if the replacement of damaged trays has been approved by the customer, the new trays are packed and shipped along with the reactivated trays. If requested, the damaged trays will also be returned to the customer with this shipment.

I hereby acknowledge that I have received a copy of and approve of the procedure that will be performed on all trays sent back to RSE Incorporated for reactivation.

Signature

Title

Name (print)

Date