

Please follow the detailed instructions below when receiving and returning responder issued equipment.

1. Locate your previously assigned Level A and SCBA, and confirm you have all of the components of the SCBA- Air pack frame, bottle, mask, and case.
2. Drain air from the breathing air cylinder, by taking the SCBA outdoors, separating the bottle from the airline and slowly opening the valve to completely drain all air from the cylinder. **DO NOT OPEN THE VALVE ALL THE WAY.** Let air bleed off slowly. Place cylinder back in frame and then into original case. Inspect your respirator mask for cracks or broken pieces. **Keep your respirator mask if still in good condition**, if not, place in old pack case and return to SRS.



3. Locate your BLUE responder bag, if seal (zip tie) has not been removed, no further action is needed. If your seal has been removed, inventory contents and mark inventory checklist/order form for any items you may need to reorder and fax to SRS (817) 246-0311. Place the completed order form in the box you are shipping back. Once you have received the items you ordered, you will receive a zip tie to re-seal your gear bag, install the zip tie to your gear bag zippers. This will serve as a seal and inventory control during the year.



4. Remove your newly tested equipment from the boxes they were shipped in, **along with the preprinted return shipping labels** and place your old equipment in the same boxes.
5. Tape the boxes adequately for safe shipment.

VERY IMPORTANT STEP!

Since you completely drained the air from the breathing air cylinder the shipment is no longer considered HAZMAT. UPS will hold shipments if the HAZMAT labels are not removed completely.



6. Place the preprinted shipping labels on the box and immediately call UPS and schedule a pick-up as soon as possible. Your prompt attention and support to this program is appreciated.



At any time in this process if you have a question or did not receive all of your equipment, or if there is any delay in completing this process, call SRS immediately at 877-506-0025 Toll Free