

Parts Information Bulletin

Inflator Kit Return Process

Effective June 18, 2015, a change in the return process for the driver/passenger inflator kits will be applied. This new method will improve the way Honda dealerships return the inflator kits to TK Holdings, Inc. (Takata Corporation). Refer to the *Inflator Returns - LTL Shipping Instructions* on page 2 for more details.

Important Note:

Air bag inflators are regulated as a hazardous material by the U.S. Department of Transportation (DOT), with the following Dangerous Goods Identification information:

UN Number: UN3268

Proper Shipping Name: Safety Devices*

Class: 9

Packing Group: (Not applicable for safety devices)

Special return procedures, documentation, and shipping record retentions are required in order to ensure compliance with all applicable shipping regulations. All dealership personnel involved in the handling, packaging, or shipping hazardous materials must be trained in hazmat procedures. Penalties for regulatory non-compliance are significant.

For more information on hazmat regulations and certification training, go to www.HazmatU.com.

* Until December 31, 2015, air bag inflators may be marked (on the packaging) and described (on the shipping paper) as either “Safety Devices” or “Airbag Inflators” for ground transportation only.

Bulletin Number	Issue Date	Application
A15-0002	06/18/15	Parts Procedure

Inflator Returns – LTL Shipping Instructions

NOTES:

- **These return instructions are for Continental US Dealerships (48 States). Locations outside of the Continental United States (Hawaii, Alaska, LAC-N) CANNOT follow below shipping instructions. Instead, dealerships in these locations *MUST* contact the following Takata/Menlo USA representative directly for shipping instructions: Miguel Prigadaa – Tel #: 210-250-5078 or Email MLGTakataRestraints_International@menloworldwide.com**
- **Canada Dealers:** Please return Kits to Honda Canada per process
- **Continental US 48 State Dealerships:** Follow steps 1-8 below

1. Shipping Documents

- a) Box Label
- Supplied with each Kit (beginning June 2015)
 - To be affixed to each box
- b) Over-pack Label
- To be emailed by Menlo
 - To be affixed to the outside of each pallet
- c) Bill of Lading
- To be emailed by Menlo
 - Print 2 copies: 1 for Dealer Records, 1 for LTL Driver
- d) ERG Document
- To be emailed by Menlo
 - To be provided by the Dealer to the LTL Driver for each shipment



4b. Shipping Instructions – Label each Box (Continued)

- b) For inflator kits with the original FedEx Documentation (instead of the 2-part shipping label):
1. Place the Barcode label on the box as pictured below
 2. The Address info on the Label DOES NOT need to be completed
 3. Throw away the OP900 (Red Stripe Form) and the Plastic Pouch



- Proceed to Step 5, parts will be sent via LTL

2. Packing Instructions

****DO NOT DEPLOY THE INFLATOR****

- Confirm box is in acceptable condition. Box should be in good condition with no visible signs of damage and should be capable of withstanding additional transportation.
- If a new box is needed, follow the New Box instructions located in Step 8 of this page.
- Place the un-deployed air bag inflator in the "cradle" of the box insert as pictured.



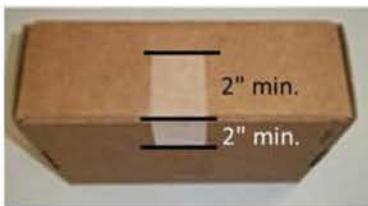
5. Shipping Instructions – Prepare the Pallet

- Accumulate and palletize inflator kits
 - Arrange Kits on Pallet as pictured here
 - 20 boxes per row/layer (5x4)
 - 10 rows/layers per pallet (200 boxes)
 - Shrink-wrap Kits to Pallet
 - Affix Over-pack Label on (1) side of Pallet (Not on Top)
 - If 200 boxes are not accumulated every 2 weeks, please proceed to step 6.
- Note: If you receive non-uniform sized kits (original version in larger packaging), please contact Menlo via the instructions in Step 6 for assistance before palletizing the returns.



3. Closure Instructions

- a) Close the top box flap, per box closure instructions located on front panel of box using a 2" wide by 4" long piece of tape to securely Close the box.



6. Shipping Instructions – Schedule LTL Pickup

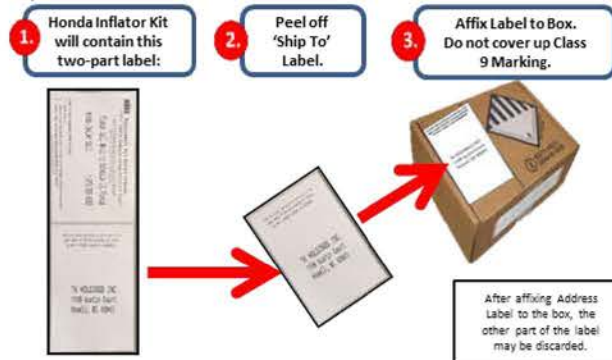
- Upon Accumulating 200 kits (1 Over-pack/Pallet) Minimum
 - Call Menlo at 1-210-250-5052
 - If 200 Kits have not been accumulated every 2 weeks or if there is more than one box size, call Menlo for instructions
- Have the following Information Available
 - Dealer Number
 - Quantity of Over-packs/Pallets
 - Quantity of Driver Kits and Quantity of Passenger Kits on each Pallet
 - Email Address where shipping Documentation can be received

7. Shipping Instructions – Ship

- Give 1 Copy of BOL and 1 Copy of ERG to Driver
- Retain 1 Copy of BOL for Dealership records and archive for at least 2 Years

4a. Shipping Instructions - Label each Box

- a) Beginning June 2015, new box labels will be distributed and begin shipping in each kit. If you have an inflator to return via LTL with FedEx Labels proceed to step 4b.



8. Requesting a New Box / Shipping Labels

If a new box or replacement box shipping labels are needed, please contact the representative listed below by phone or email to request replacement materials.

Primary Contact: **Armando Gonzalez - Tel #: 210-250-5079**
E-Mail: FieldAction.14305@menlowordwide.com

To help expedite your request, please be prepared to provide the following information:

- Serial number on the original box (if replacement box is needed)
- What Type of shipping material needed
 - Replacement Box
 - Two Part Return Label
 - Bill of Lading
 - ERG Form
- Dealer Shipping Information
 - Contact Name
 - Dealer Address
 - Phone Number



Ordering a New Box or Additional Return Shipping Labels

If a new box or replacement shipping labels are needed, contact:

Armando Gonzalez
Tel (210) 250-5079
FieldAction.14305@menlowordwide.com

To help expedite your request, please be prepared to provide the following information:

- a) Serial number on the original box (if replacement box is needed)
- b) Type of shipping material needed
 - Replacement Box
 - Two Part Return Label
 - Bill of Lading
 - ERG Form
- c) Dealer Shipping Information
 - Contact Name
 - Dealer Address
 - Phone Number

Additional Reference Information

For further information outlining the inflator return shipping instructions, refer to the document issued by the Takata Corporation attached below.

Questions

For any questions related to the inflator return shipping, contact the Menlo/Takata representative at (210) 250-5052. You can also contact your District Parts & Service Manager or Dealer Analyst.

American Honda Motor Co., Inc.
Parts Operations



Honda Inflator Kit

Return Shipping Process Change

TK HOLDINGS INC.



Replacement Kit Return Process

- Currently – Once Inflator Service work is complete, Kits are Returned via Fedex by Single Unit process
- Beginning June 18, 2015 Fedex Labels will be removed from Inflator Service Kits
- Inflator Service Kits will to be packed with LTL Return Labels to facilitate Bulk Returns

REPLACEMENT KIT SHIPPING – Before & After

3

Before with FedEx Documents

Instruction Sheets

OP900 FedEx Form



After without FedEx Documents

LTL Return Label



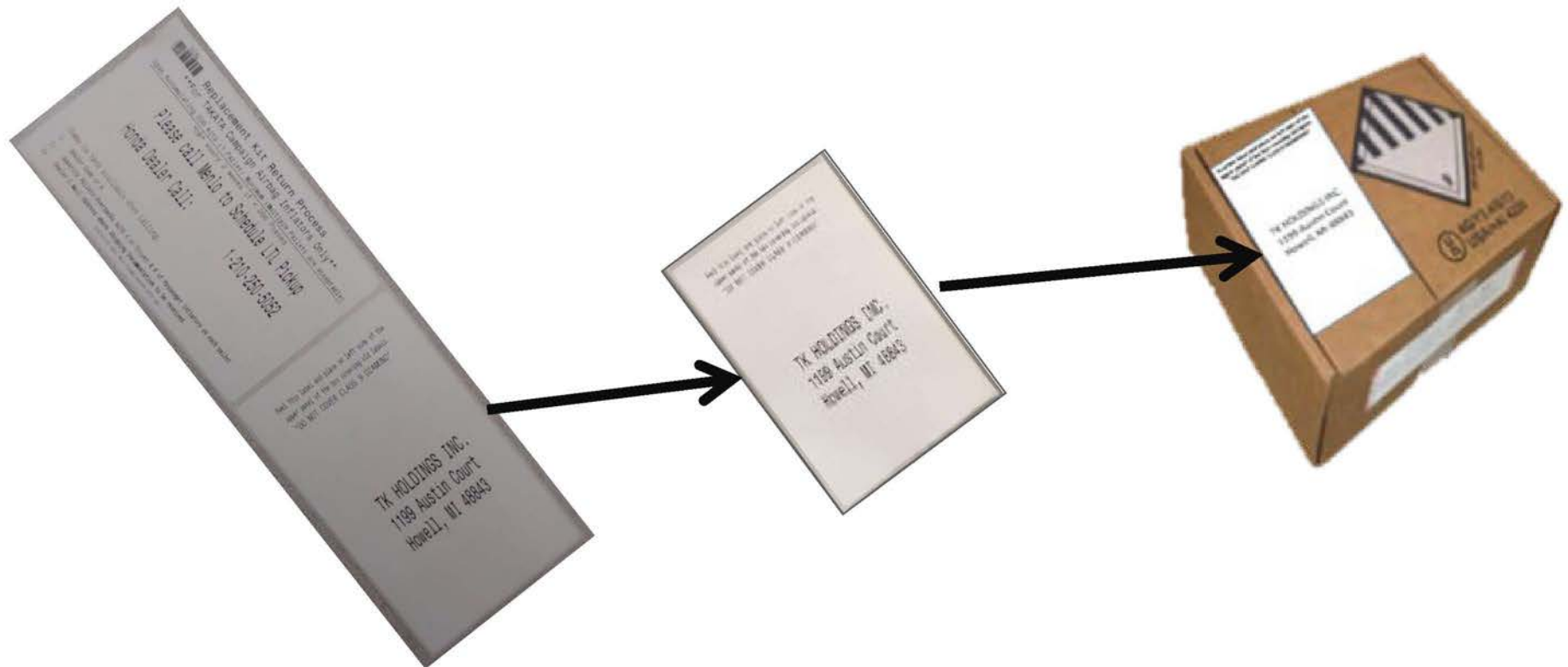
- New Process – Effective on 6/18/15
 - Honda Dealers will accumulate Return Inflator Kits
 - Upon Accumulation of 200 Inflator Kits
 - ** OR **
 - Every 2 Weeks
 - Please call Menlo at **210-250-5052** to Schedule LTL Pickup
 - Information to have prepared for each Call
 - Dealer #
 - # of Pallets
 - # of Driver Inflators and # of Passenger Inflators on each Pallet
(Driver and Passenger Inflators can be mixed on the same pallet)
 - Shipping Documents will be emailed to Honda Dealer on same day as call received
 - Kits will be picked up within 1-2 Business Days, depending on time of day call received from Dealer

- Explanation of Documents
 - **Return Address Label** – Will be included in each Inflator Kit (Ref A)
 - **Bill of Lading (BOL)** – Will be emailed to Dealer after Call placed to Menlo (Ref B)
 - **Overpack Label** – Will be emailed to Dealer after Call placed to Menlo (Ref C)
 - **Emergency Response Guide (ERG)** – Will be emailed to Dealer after Call placed to Menlo (Ref D)

Ref A

• Return Address Label

- Will be included in each Kit after 6/18/15
- Consists of 2 Parts
 - Left Half contains Instructions and Contact Information (to be discarded after use)
 - Right Half contains Return Address – To be affixed to Top Panel of Kit Box



- Ref A1**
- If the Fedex Label is still received after 6/18/15
 - Use the Fedex Barcode Label instead of the White Return Address Label
 - Throw away the OP900 (Red Bar Form) and the Plastic Pouch



Ref B

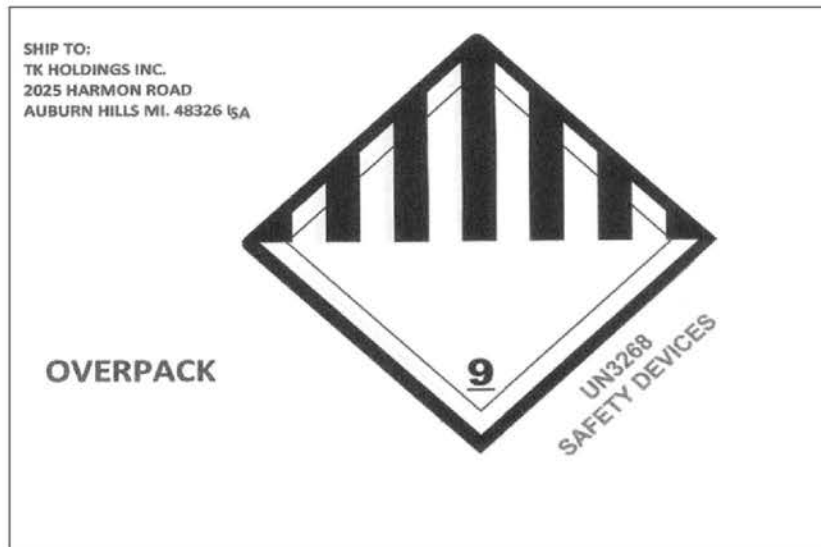
- Bill of Lading (BOL)
 - Will be filled out and emailed to Dealer after call placed to Menlo
 - Dealer will give 1 copy to Freight Co Driver and retain 1 copy for Dealer records for minimum of 2 years

STRAIGHT BILL OF LADING ORIGINAL - NOT NEGOTIABLE				Shipper No. LID# 137000723154																																									
Page <u>1</u> of <u>1</u> CENTRAL TRANSPORT (Name of carrier)				Carrier Pro No. CTH																																									
				Date May 22, 2015																																									
DELIVERY ADDRESS TK HOLDINGS Street 2025 HARMON ROAD City/State/Zip AUBURN HILLS, MI, 48326			Pick Up Location TAKATA C/O 206594 Name: GUNN HONDA Street: 14610 IH 10 WEST City/State/Zip: SAN ANTONIO, TX 78249																																										
<table border="1"> <thead> <tr> <th>Route</th> <th>No. of Units & Container Type</th> <th>HM</th> <th>Basic Description UN #, PSN, Hazard Class, Packing Group</th> <th>TOTAL QUANTITY (Weight, Volume, Gallons, etc.)</th> <th>WEIGHT (Subject to Correction)</th> <th>RATE</th> <th>CHARGES (For Carrier use Only)</th> </tr> </thead> <tbody> <tr> <td></td> <td>1 OVERPACKS</td> <td>X</td> <td>UN 3268, SAFETY DEVICES, 9</td> <td>198 Fiberboard Boxes</td> <td>462 LBS</td> <td></td> <td></td> </tr> <tr> <td colspan="8"> 3rd Party Billing Menlo/Takata PO Box 5159 Portland, OR 97208 </td> </tr> <tr> <td colspan="8"> CHEMTREC 1-800-424-9300 </td> </tr> <tr> <td colspan="8"> CHEMTREC CONTRACT NUMBER # 21726 </td> </tr> </tbody> </table>						Route	No. of Units & Container Type	HM	Basic Description UN #, PSN, Hazard Class, Packing Group	TOTAL QUANTITY (Weight, Volume, Gallons, etc.)	WEIGHT (Subject to Correction)	RATE	CHARGES (For Carrier use Only)		1 OVERPACKS	X	UN 3268, SAFETY DEVICES, 9	198 Fiberboard Boxes	462 LBS			3rd Party Billing Menlo/Takata PO Box 5159 Portland, OR 97208								CHEMTREC 1-800-424-9300								CHEMTREC CONTRACT NUMBER # 21726							
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Note: (1) Where the rate is dependant on value, shippers are required to state specifically in writing the agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____ (2) Where the applicable tariff provisions specify a limitation of the carrier's liability absent a release or a value declaration by the shipper and the shipper does not release the carrier's liability or declare a value, the carrier's liability shall be limited to the extent provided by such provisions. See IMC 172. (3) Commodities requiring special or additional care or attention in handling or storing must be marked and packaged as to insure safe transportation. See Section 2(a) of Item 305, Bill of Lading, Freight Bills and Statement charges and section 1(a) of the correct terms and conditions for a list of such articles.			I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/inscribed, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. Signature: DAVID WIX																																										
at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification, on the shipment. Shipper hereby certifies that he is familiar with all the lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for him self and his assigns.																																													
AUTHORIZE SHIPPER: TK HOLDINGS, INC. 4611 Wiseman Blvd. San Antonio, TX. 78251			CARRIER PER DATE																																										

Ref C

- Overpack Label

- Will be emailed to Dealer after call placed to Menlo
- To be affixed to the Palletized Freight on outside of Stretchwrap (Place on one side....Do Not Place on top of Pallet)



Ref D

- Emergency Response Guide
 - Will be emailed to Dealer after call placed to Menlo
 - To be given to Freight Driver when Return Kits are picked up

GUIDE 171	SAFETY DEVICES UN 3268, Class 9, PG III	GUIDE 171
Substances (Low To Moderate Hazard) ERG2008	ERG2008 Substances (Low To Moderate Hazard)	
POTENTIAL HAZARDS FIRE OR EXPLOSION - Some may burn but none ignite readily. - Containers may explode when heated. - Some may be transported hot. HEALTH - Inhalation of material may be harmful. - Contact may cause burns to skin and eyes. - Inhalation of Asbestos dust may have a damaging effect on the lungs. - Fire may produce irritating, corrosive and /or toxic gases. - Some liquids produce vapors that may cause dizziness or suffocation. - Runoff from fire control may cause pollution. PUBLIC SAFETY - CALL Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover. - As an immediate precautionary measure, isolate spill or leak area in all directions for at least 50 meters (150 feet) for liquids and at least 25 meters (75 feet) for solids. - Keep unauthorized personnel away. - Stay upwind. PROTECTIVE CLOTHING - Wear positive pressure self-contained breathing apparatus (SCBA). - Structural firefighters' protective clothing will only provide limited protection. EVACUATION Spill - See Table 1 – Initial Isolation and Protective Action Distances for highlighted materials. For non-highlighted materials, increase, in the downwind direction, as necessary, the isolation distance shown under "PUBLIC SAFETY". Fire - If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.	EMERGENCY RESPONSE FIRE Small Fire - Dry chemical, CO₂, water spray or regular foam. Large Fire - Water spray, fog or regular foam. - Do not scatter spilled material with high pressure water streams. - Move containers from fire area if you can do it without risk. - Dike fire – control water for later disposal. Fire involving Tanks - Cool containers with flooding quantities of water until well after fire is out. - Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank. - ALWAYS stay away from tanks engulfed in fire. SPILL OR LEAK - Do not touch or walk through spilled material. - Stop leak if you can do it without risk. - Prevent dust cloud. - Avoid inhalation of asbestos dust. Small Dry Spill - With clean shovel place material into clean, dry container and cover loosely; move containers from spill area. Small Spill - Take up with sand or other non-combustible absorbent material and place into containers for later disposal. Large Spill - Dike far ahead of liquid spill for later disposal. - Cover powder spill with plastic sheet or tarp to minimize spreading. - Prevent entry into waterways, sewers, basements or confined areas. FIRST AID - Move victim to fresh air. *Call 911 or emergency medical service. - Give artificial respiration if victim is not breathing. - Administer oxygen if breathing is difficult. - Remove and isolate contaminated clothing and shoes. - In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes. - Ensure that medical personnel are aware of the material(s) involved and take precautions to protect themselves.	
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• Inflator Kit Instruction Sheet

– Will be posted as a Parts Information Bulletin (PIB) on 6/18/2015

Inflator Returns – LTL Shipping Instructions

NOTES:

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- Canada Dealers: Please return Kits to Honda Canada per process
- Continental US 48 State Dealerships: Follow steps 1-8 below

1. Shipping Documents a) Box Label • Supplied with each kit (beginning June 2013) • To be affixed to each box b) Over-pack Label • To be emailed by Menlo • To be affixed to the outside of each callit c) Bill of Lading • To be emailed by Menlo • Print 2 copies: 1 for Dealer Records, 1 for LTL Driver d) ERG Document • To be emailed by Menlo • To be provided by the Dealer to the LTL Driver for each shipment	4b. Shipping Instructions – Label each Box (Continued) b) For inflator kits with the original FedEx Documentation (instead of the 2-part shipping label): - Place the Barcode label on the box as pictured below - The Address info on the label DOES NOT need to be completed - Throw away the CP900 (Red Stripe Form) and the Plastic Pouch • Proceed to Step 3, parts will be sent via LTL
2. Packing Instructions ***DO NOT DEPLOY THE INFLATOR*** a) Confirm box is in acceptable condition. Box should be in good condition with no visible signs of damage and should be capable of withstanding additional transportation. b) If a new box is needed, follow the New Box Instructions located in Step 8 of this page. c) Place the un-deployed air bag inflator in the "cradle" of the box insert as pictured.	5. Shipping Instructions – Prepare the Pallet a) Accumulate and palletize inflator kits b) Arrange Kits on Pallet as pictured here 30 boxes per row / layer (54) 30 row / layers per pallet (200 boxes) c) Shrink-wrap Kits to Pallet d) Affix Over-pack Label on (1) side of Pallet (Not on Top) e) If 200 boxes are not accumulated every 2 weeks, please proceed to step 6. Note: If you receive non-uniform sized kits (original version in larger packaging), please contact Menlo via the instructions in Step 8 for assistance before palletizing the returns.
3. Closure Instructions a) Close the top box flap, per box closure instructions located on front panel of box using a 2" wide by 48" long piece of tape to securely close the box.	6. Shipping Instructions – Schedule LTL Pickup a) Upon Accumulating 200 kits (1 Over-pack/Pallet) Minimum - Call Menlo at: 1-210-250-5078 - If 200 kits have not been accumulated every 2 weeks or if there is more than one box size, call Menlo for instructions b) Have the following information Available: - Dealer Number - Quantity of Over-pack/Pallets - Quantity of Driver Kits and Quantity of Passenger Kits on each Pallet - Email Address where shipping Documentation can be received
4a. Shipping Instructions – Label each Box a) Beginning June 2013, new box labels will be distributed and begin shipping on each kit. If you have an inflator to return via LTL, with FedEx labels proceed to step 4b. 1. Honda inflator kit will contain this two-part label. 2. Peel off "Ship To" label. 3. Affix Label to Box. Do not cover up Class 9 Marking. After affixing address label to the box, the other part of the label may be discarded.	7. Shipping Instructions – Ship a) Give 1 Copy of BOL and 1 Copy of ERG to Driver b) Retain 1 Copy of BOL for Dealer/ship records and archive for at least 2 Years
8. Requesting a New Box / Shipping Labels If a new box or replacement box shipping labels are needed, please contact the representative listed below by phone or email to request replacement materials. Primary Contact: Armando Gonzalez - Tel #: 210-250-5079 E-Mail: FieldAction_14305@menloworldwide.com To help expedite your request, please be prepared to provide the following information: a) Serial number on the original box (if replacement box is needed) b) What Type of shipping material needed - Replacement Box - Two Part Return Label - Bill of Lading - ERG Form c) Dealer Shipping Information - Contact Name - Dealer Address - Phone Number	

Thank You