

## **Introduction to shipping equipment to CTC for repair**

Equipment that is malfunctioning can be sent to the Cincinnati Technical Center (CTC) for repair.

When shipping equipment to CTC for repair, fill out the ISR-79 completely. If you need more space do completely describe the malfunction than offered on the form, you may attach another sheet to provide the complete explanation.

The equipment will be shipped back to one of these three offices.	Office Code
Raleigh Office 111 Hillsborough Street Raleigh, NC 27603	NC 01
Charlotte Office 901 Blairhill Road Suite 200 Charlotte, NC 28217	NC02
Winston Salem Office 4964 University Parkway Suite 202 Winston Salem, NC 27106	NC04

Package the equipment safely – for guidance see one of the shipping guidance documents for which parts to include and how to pack.

Ship the equipment package with a tracking number to:

OSHA-Cincinnati Technical Center  
PW Peck Federal Building  
550 Main Street Rm 8-770  
Cincinnati OH 45202