

# Envirotainer<sup>o</sup>

## Closing Lease Procedures

Per Envirotainer's procedures, please ensure that the following actions take place for every lease:

1. A fully completed, signed and dated "Container Return Message" (CRM) must be sent (fax, scanned via email) to the Envirotainer Operations Centers immediately upon notification that the container is empty and has been returned to the certified Envirotainer ground handling station at the destination city which is detailed on your Order Confirmation.  
A Collection Service is available for an additional fee. (please see 4)

It is also possible to send this exact same information via SITA to the Envirotainer Operations Centers (FRAVWXH and DALVWXH) verifying that the ULD(s) are returned and empty thus notifying Envirotainer to initiate the pick up of the ULD(s) at your premises. (please see 4.)

2. A completed ULD Receipt Form (also known as a LUC / AC-20 form per IATA), dated and with signatures from both the delivery person as well as the receiving person of the predetermined and certified Envirotainer ground handling station (mentioned on your Order Confirmation). This form must also be sent (fax, scanned via email) to the Envirotainer Operations Center immediately.
3. A complete list of airports with certified Envirotainer ground handling stations can be found on [www.envirotainer.com](http://www.envirotainer.com)
4. If specifically contracted, a ULD Delivery and Collection Service is available at certified Envirotainer ground handling stations at a cost. In this case the lessee needs to inform the Envirotainer Operations Center during the ordering process and then follow procedure 1 stating that the ULD(s) are ready for pick up.

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