



Guidelines for Customers and Vendors Shipping Electronic PCB's (Printed Circuit Boards) and Electronic Components to Sunburst Electronics

ESD (Electrostatic Discharge) is the discharge of static electricity that can damage electronic equipment; impair electrical circuitry resulting in complete or intermittent failures. Always take standard ESD handling precautions when handling electronic assemblies and components to reduce the possibility of damage to these devices (Refer to ANSI/ESD S20.20).

Violation of the following guidelines may result in the refusal of acceptance of material:

1. Electronic assemblies must be shipped in ESD approved shielded bags with approved packing and foam. Clear plastic bags, paper or cardboard packaging, Styrofoam and bubble wrap are unacceptable. Packaging pink in color is not by itself protecting ESD devices; it is non-static generating but will not protect contents from an ESD event.
2. Shipping containers for these assemblies must be appropriate for it's contents (industry standard packaging practices apply).
3. For customers, reuse of Sunburst Electronics electronic assemblies shipping containers and packaging is acceptable.
4. Product being returned to Sunburst must reference Sunburst RMA number (obtained prior to returning).

Summary of ESD Handling Precautions:

- Store assemblies in original packages, electrically conductive containers or conductive plastic foam until ready to be installed.
- Dissipate static electricity before handling any electronic assemblies by touching a grounded metal object, such as the system unit unpainted metal chassis.
- Always hold electronic assemblies by its edges. Avoid touching the contacts and components.
- Keep static generating materials (plastic, paper, cellophane, cardboard, etc.) away from the work area.
- Never allow clothing to make contact with assemblies.
- Never install or remove electronic assemblies in a circuit when power is applied.

Note: ESD related failures due to improper handling might affect coverage under warranty.