



## **Electronics Recycling Boxes Instructions and Terms and Conditions**

**PROGRAM APPROVED FOR USE IN THE USA ONLY. NOT FOR EXPORT.**



# **WARNING**

**DO NOT ALTER THIS CONTAINER!**

**Any alterations to this container will void the Terms and Conditions set forth for the RecyclePak® program. Additionally, your company will be subject to additional fees.**

**Questions regarding this container should be directed to customer service, toll-free at 1-888-669-9725**

## **RECYCLEPAK® PACKAGING AND SHIPPING INSTRUCTIONS**

**THE INSTRUCTIONS MUST BE FOLLOWED FOR SAFE PACKING, STORAGE AND SHIPMENT OF THIS CONTAINER.**

### **Electronics Recycling Boxes (Applies to Supply-061, Supply-196, Supply-197 & Supply-413)**

#### **Required Safety Supplies:**

Electronic equipment is typically classified as an article under the OSHA regulations; however, most manufacturers will provide a Safety Data Sheet (SDS) for the equipment they manufacturer. The user should review the SDS for any required and recommend safety precautions for handling the equipment.

**R2V3 NOTIFICATION:** - Data-bearing devices will be sanitized or physically destroyed on-site based on the type of device. If we do not have the on-site capability to sanitize or destroy, data-bearing devices will be securely shipped to an approved vendor vetted to R2v3 requirements.

**AUTHORIZED CONTENTS:** - The RECYCLEPAK® Electronics Recycling Boxes are designed for intact electronics, computer components and peripherals ONLY. Please follow the guidance below as to the types of electronics allowed in your RECYCLEPAK® box. Placing unauthorized materials inside the container may subject you to additional handling fees as well as violate our terms and conditions and eliminate any liability protection offered under this program.

- **SUPPLY-061 – Large Electronics Recycling Box** – Up to 70 lbs. of intact electronics, computer components and peripherals.
- **SUPPLY-196 – Small Electronics Recycling Box** – Up to 20 lbs. of intact electronics, computer components and peripherals
- **SUPPLY-197 – Medium Electronics Recycling Box** – Up to 50 lbs. of intact electronics, computer components and peripherals
- **SUPPLY-413 – Extra Small Electronics Recycling Box** – Up to 10 lbs. of unsorted home electronics, office electronics, toner cartridges, cell phones, and personal electronics

**EXAMPLES OF ACCEPTABLE MATERIALS:** unsorted computers, monitors, keyboards, mice, TVs, home electronics, office electronics, printers, toner cartridges, cell phones and personal electronics. **Electronics containing lithium ion batteries must be packaged with care and are subject to the limits contained in Table 1 below.**

#### **Step #1 – Locate and Complete Prepaid Return Shipping Label Booklet**

1. Locate included prepaid return shipping label booklet. This label may be affixed to your container or located in the **“DOCUMENTS ENCLOSED”** envelope. If a prepaid return shipping label was not included with your container, please contact customer service at 1-888-669-9725 to obtain a replacement.
2. If your prepaid return label was not already affixed to the container, remove adhesive backing and apply label in the designated space. **DO NOT PLACE PREPAID LABEL ON ANY BOX OTHER THAN THE RECYCLEPAK®.**
3. Open your FEDEX® GROUND® Prepaid Return Shipping Label booklet by removing the “remove to open” tab. Detach and retain proof of purchase for your records.
4. Completely fill out the FEDEX® GROUND® prepaid return shipping label to include your company name, mailing address, city, state and zip code in the “FROM” section of the label. **A CERTIFICATE OF RECYCLING will not be issued if this is not completely filled out.**
5. Check the type of material you will be placing in the container and enter an **“ACCUMULATION START DATE”**. The **“ACCUMULATION START DATE”** is defined as the date when you first placed material into the RecyclePak®.
6. Apply the appropriate color coded sticker to the FEDEX® GROUND® label as directed in your FEDEX® GROUND® label booklet and map. If you have questions, please call customer service toll-free at 1-888-669-9725.  
**SHIPPING TO UNAUTHORIZED ZONES** will subject you to additional handling charges.

#### **Step #2 – Prepare Package**

1. Open container and seal bottom with 3” minimum clear pressure sensitive tape or equivalent. **MAKE SURE CORNERS AND SEAMS ARE PROPERLY SEALED AND THERE ARE NO FLAP EDGES OR CORNERS EXPOSED.**
2. The RECYCLEPAK® container **MUST BE PROPERLY SEALED AND STRUCTURALLY SOUND. THE CONTAINER MUST LACK EVIDENCE OF LEAKAGE OR DAMAGE THAT COULD CAUSE LEAKAGE.** FEDEX® GROUND® may refuse packages that do not meet criteria!
3. Place poly liner into box.

#### **Step #3 – Fill Container**



1. Identify and write the **“ACCUMULATION DATE”** in the space marked on the box with a permanent marker. The **“ACCUMULATION DATE”** is defined as the date when you first placed an electronic item into the RECYCLEPAK®.
2. Carefully fill RECYCLEPAK® with intact electronics.
3. If the intact electronic device contains a lithium ion battery, please package to ensure that the device cannot be activated during shipment. Also **apply the provided UN3481 Battery Warning Label on the outside of the RecyclePak box.**
4. **DO NOT EXCEED CONTAINER CAPACITY. REFER TO AUTHORIZED CONTENTS ABOVE. AN ADDITIONAL SERVICE FEE WILL APPLY TO ALL ITEMS RECEIVED THAT EXCEED THIS WEIGHT.**
5. **KEEP BOX AND LINER CLOSED WHEN NOT IN USE.**

**Step #4 – Seal Container**

1. When the RECYCLEPAK® is full, seal poly liner with provided tie or minimum 3” wide clear plastic tape or equivalent. Make sure poly liner is sealed and complete within box. Close box flaps and seal with minimum 3” clear pressure sensitive tape or equivalent. **MAKE SURE CORNERS AND SEAMS ARE PROPERLY SEALED AND THERE ARE NO FLAP EDGES OR CORNERS EXPOSED.**
2. The RECYCLEPAK® container **MUST BE PROPERLY SEALED AND STRUCTURALLY SOUND. THE CONTAINER MUST LACK EVIDENCE OF LEAKAGE OR DAMAGE THAT COULD CAUSE LEAKAGE.** FEDEX® GROUND® may refuse packages that do not meet the criteria!

**Step #5 – Arranging for Pick Up**

1. For business customers, call **FEDEX® GROUND® (800) GO-FEDEX (463-3339)** to schedule a **GROUND RETURN** pickup. Say **“PRP”** when prompted by the auto attendant. Alternatively, you can schedule a pickup online at **www.fedex.com/returnpickup**
2. The RECYCLEPAK® container **MUST BE PROPERLY SEALED AND STRUCTURALLY SOUND. THE CONTAINER MUST LACK EVIDENCE OF LEAKAGE OR DAMAGE THAT COULD CAUSE LEAKAGE.** FEDEX® GROUND® may refuse packages that do not meet the criteria!
3. Since certain states require special handling (Alaska, Hawaii and Puerto Rico), a prepaid shipping label may not be enclosed. Please contact customer service toll-free at 1-888-669-9725 to arrange for pickup if a label was not enclosed.

**Additional Shipping Charges**

If you exceed the stated capacity of a RECYCLEPAK® container, ship us non-approved contents, ship us items in the wrong RECYCLEPAK® container, ship us items in a container other than an approved RECYCLEPAK® container, we can charge you an additional fee to compensate us.

**NOTE ON LITHIUM ION BATTERIES:** The following guidance should be followed when managing equipment with lithium ion batteries in RecyclePak®.

1. A "lithium ion battery" is a type of rechargeable battery commonly used in cell phones, tablets and laptop computers.
2. A cell is a single electro-chemical unit; a battery consists of one or more connected cells.
3. The size of a lithium ion cell or battery is determined by the Watt-hour (Wh) rating of the cell(s) or battery as summarized in Table 1 below.
4. Equipment containing a lithium ion battery must be packaged to prevent activation during transport.

TABLE 1- SMALL BATTERY AND CELL DEFINITIONS		
Small Lithium cells and batteries are defined in 49 CFR 173.185(C).		
Cells	Authorized for RecyclePak®	Not Authorized for RecyclePak®
Lithium ion	Up to 60 Wh	> 60 Wh
Batteries	Authorized for RecyclePak®	Not Authorized for RecyclePak®
Lithium ion	Up to 300 Wh	> 300 Wh



**ATTENTION: CUSTOMERS IN THE STATE OF MAINE**  
**You MUST call Customer Service Toll-Free at 1-888-669-9725**  
**PRIOR to shipping this container.**



**ADDITIONAL LABELING REQUIRED.**



## RECYCLEPAK® CONTAINER TERMS AND CONDITIONS

### USE OF THE RECYCLEPAK® CONTAINER OR SERVICE IS CONSIDERED ACCEPTANCE OF THE TERMS AND CONDITIONS.

Thank you for choosing the RECYCLEPAK® container service for the proper handling, return transportation and recycling of your lamps, ballasts, batteries, mercury devices, dental wastes, cell phones, inkjet cartridges and electronics (The word "MATERIALS" is used herein to describe the wastes). Each RECYCLEPAK® container is compatible for specific MATERIALS. Please check your RECYCLEPAK® container to verify the container is suitable for shipping your specific waste. In order to serve you better, we have prepared these Terms and Conditions to set forth your and our rights and obligations. Please understand that, by using RECYCLEPAK® containers, you are agreeing to these Terms and Conditions.

**Refunds-** If you purchased your RECYCLEPAK® online at [www.prepaidrecycling.com](http://www.prepaidrecycling.com) or any of our manufacturing partner web sites and do not agree with these Terms and Conditions please call us, within 15 days, toll-free at (888) 669-9725 for return instructions. We will make every effort to send you a refund following receipt of the unused RECYCLEPAK® containers. To be eligible for a refund, you must provide a proof of purchase, so please retain your receipt showing the purchase price and date. If you purchased your RECYCLEPAK® from a distributor or third-party, please contact the distributor or third-party directly to request a refund.

**Our Promise-** We promise that our RECYCLEPAK® containers, provided they have not been damaged and have been properly packed and sealed in accordance with our instructions, with contents limited to only the MATERIALS described above, in containers required for specific MATERIALS described above, are suitable for shipping those MATERIALS. (If a prepaid shipping label was provided to you with the container, please use it to ship your MATERIALS to us. If you did not receive a prepaid shipping label, you are located in a state or jurisdiction that does not allow their use. In this case, please contact Veolia toll-free at (888) 669-9725 to arrange for shipping). In accordance with 40 CFR 264.12(b), 273.18(d) and 273.38(d), we have the appropriate permits and agree to receive the MATERIALS, as described on the RECYCLEPAK® label and packaging instructions. We also promise that we will properly manage, recycle and dispose of the enclosed MATERIALS in accordance with the law, provided that we receive the RECYCLEPAK® container within 18 months of purchase date. If you abide by your promise as stated below, we agree to take title, and all other incidents of ownership, to your MATERIALS at the time that the RECYCLEPAK® container(s) is received by our transporter. If, for any reason, our carrier as identified on the prepaid return label will not ship the RecyclePak® container, we will work with you to identify alternative shipping. We will refund the actual shipping charges received by us from you if similarly priced alternative shipping cannot be located.

**Your Promise-** You promise that you will send us only the MATERIALS described above, in undamaged RECYCLEPAK® containers packaged in accordance with our instructions, in a quantity that does not exceed the stated capacity of the containers and in RECYCLEPAK® containers required for specific MATERIALS. If included, you promise to properly fill out the prepaid shipping label (name, address, city, state or province, zip or postal code) and affix where stated to the container. Furthermore, you promise not to place the prepaid shipping label on any pail, box or drum other than the RECYCLEPAK®, and if required by the RECYCLEPAK® container, you certify that you qualify as either a conditionally exempt very small quantity generator or a conditionally exempt small quantity generator, as defined by US EPA regulations 40 CFR 261.5 or are otherwise exempt from hazardous waste manifesting requirements in accordance with applicable state regulations.

**Please understand that your failure to keep your promise may result in bodily injuries (including death), property damage, contamination of or adverse effects on the environment and/or violation of applicable laws or regulations and may also result in our seeking indemnification from you under the Indemnification section below. Legal action, suits, claims, costs and expenses incidental thereto, in addition to government-assessed fines and penalties could occur in connection with your failure to keep your promise.**

**Additional Charges and Return of Materials -** So we can serve you better, please be sure to use only RECYCLEPAK® containers for sending us only the MATERIALS described above and to use them in accordance with our instructions. If you exceed the stated capacity of a RECYCLEPAK® container, we reserve the right to charge you an additional fee to compensate us for the extra MATERIALS. In the event you fail to abide by our instructions and you ship us MATERIALS in containers other than RECYCLEPAK®, ship us MATERIALS in a RECYCLEPAK® container that is inappropriate for those MATERIALS, ship us containers from restricted states or countries, or ship us wastes that are not MATERIALS as described above (The word "NON-CONFORMING CONTAINER" is used herein to describe these shipments), we will charge you and you agree to pay additional fees within 30 days of invoice. We will charge you an ADDITIONAL SHIPPING AND HANDLING FEE of \$75.00 for each NON-CONFORMING CONTAINER shipped to reimburse us for the added costs in dealing with the NON-CONFORMING CONTAINER. If you send us a NON-CONFORMING CONTAINER, we will try to manage its contents, if possible, but we will charge you for any extra costs in addition to the ADDITIONAL SHIPPING AND HANDLING FEE listed above. Those costs shall be based on the retail rate for a RECYCLEPAK of similar size as published at [www.prepaidrecycling.com](http://www.prepaidrecycling.com) at the time we receive the NON-CONFORMING CONTAINER. In the event you send us wastes that are not MATERIALS and we are unable, for any reason, to manage them you agree we can return the wastes that are not MATERIALS to you at your expense and you also agree to still pay us the ADDITIONAL SHIPPING AND HANDLING FEE above.

**DISCLAIMER - IN NO EVENT SHALL WE BE RESPONSIBLE TO YOU FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL OR PUNITIVE DAMAGES IN CONNECTION WITH THESE TERMS AND CONDITIONS OR YOUR USE OF RECYCLEPAK® CONTAINERS, WHETHER BASED IN CONTRACT, TORT, STRICT LIABILITY, STATUTE OR OTHERWISE.**

#### Indemnification

- A. We promise to indemnify you (which includes your employees, officers and directors) from any and all liability and claims (including costs of defense, settlement and reasonable attorneys' fees) which you may incur as the result of bodily injuries (including death), property, contamination of the environment or any violation of law to the extent caused by (1) our breach of these Terms and Conditions (including, but not limited to, the Our Promise section above) or (2) our or our employees', officers' or directors' negligence or willfulness which occurs during our providing services to you, as long as you have sent us wastes that are MATERIALS as described above.
- B. You promise to indemnify us (which includes our employees, officers and directors) from any and all liability and claims (including costs of defense, settlement, and reasonable attorneys' fees) which we may incur as the result of bodily injury (including death), property damage, contamination of the environment or any violation of law to the extent caused by (1) your breach of these Terms and Conditions (including, but not limited to, the Your Promise section above) or (2) you or your employees', officers' or directors' negligence or willfulness which occurs during your seeking or obtaining services from us.

