



**Obexion Max Damaged Lithium Ion Battery
Laptop or Tablet Recycling Box
Instructions and Terms and Conditions**

**TRANSPORTATION BY HIGHWAY ONLY, FORBIDDEN ON AIRCRAFT.
PROGRAM APPROVED FOR USE IN THE LOWER 48 CONTIGUOUS
UNITED STATES 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.

Obexion Max Damaged Lithium Ion Battery Laptop or Tablet Recycling Box (Applies to Supply-383)

Important Notes: This closure instruction includes the assembly instructions for this packaging design. Substitution of materials or a change to these closure instructions may cause non-compliance with regulations and void the test certification for the packaging. **Verify that there are no tears, punctures, split seams or rips in the exterior of the package or in any of the interior components. If you find any of these defects, DO NOT USE THE PACKAGING. Please contact the customer service department to order replacement special permit package(s).** The Supply-383 is approved for use in the lower 48 contiguous United States only.

Supply-383 Obexion Max Damaged Lithium Ion Battery Laptop or Tablet Recycling Box Contains:

- (1) Shipper
- (1) Packing slip envelope attached to the box. The envelope will be used to hold the UPS return shipping label. Complete the enclosed Return Authorization Form to receive the label.
- (1) Heat Shield
- (1) Laptop/Tablet Tray Insert (**Holds a maximum size Laptop OR Tablet that is 16 1/4" x 12".**)
- (1) 18"x24" 4 Mil Anti-Static Reclosable Poly Bag (Used with the Laptop or Tablet Insert)
- (2) 4" Packing Tape Strips
- (1) UN3481 Lithium Ion Battery Contained In Equipment Warning Label (To be placed on shipper per instructions below.)
- Instructions and Terms and Conditions
- Generator Certification Form (Needs to be completed and emailed or faxed to Veolia per instructions below.)
- Proof of Purchase containing Unique Container Number (UCN) for generation of the Certificate of Recycling

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 recommended safety precautions for handling the equipment.

AUTHORIZED CONTENTS: - The Supply-383 is designed to properly return 1 laptop or 1 tablet that contains a damaged, defective or recalled lithium ion battery. **This package is authorized for a maximum of 99.5 watt hours total. The maximum return weight of the Supply-383 is 15 lbs.** 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-383 – One (1) Laptop or one (1) Tablet containing a damaged, defective or recalled lithium ion battery. The maximum return weight of the Supply-383 is 15 lbs.**

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. **The Supply-383 is authorized for a maximum of 99.5 watt hours total.**
4. Lithium ion batteries are classified by the Wh rating of the cell(s) or battery. Most lithium ion batteries will be marked with the Wh rating. If your battery is not marked with a Wh rating, Wh can be calculated using the following formula: Wh = Volts(V) x Ampere Hour (Ah). When working with this formula, One (1) Ah is equal to 1000 milliampere hours (mAh). (Wh=V*(mAh/1000))
5. Equipment containing a lithium ion battery must be packaged to prevent activation during transport.
6. Questions should be directed to 1-888-669-9725.

Step #1 – Locate, Complete and Save Required Paperwork

1. Locate the Return Authorization Form. Complete the form and keep it with the return shipping box. This form will be required when the return shipping label is requested.



Step #2 – Prepare and Fill Package

1. Inspect your packaging for defects (See Figure 1). Verify that there are no tears, punctures, split seams or rips in the exterior of the package or in any of the interior components. If you find any of these defects, **DO NOT USE THE PACKAGING**. Please contact the Veolia customer service department at (888) 669-9725 to order replacement special permit package(s).
2. Carefully open the top flap of the package (See Figure 2).
3. Take the silver heat shield out of the package (See Figure 3).
4. You should see the tray insert for one (1) laptop or one (1) tablet (See Figure 4).
5. Place the laptop or tablet in the provided 18"x24" 4 mil anti-static reclosable poly bag (See Figure 5). Seal the bag and place the device face down in the tray insert (See Figure 6).
6. Place the heat shield on top of the device. Make sure the red dot on the heat shield is facing away from the device (See Figure 7).
7. When the heat shield is in place, you should see the red dot.
8. Close box lid, inserting locking tabs into slots. Use two (2) 4" strips of tape centered on each locking tab (See Figure 8).
9. On the lower right corner, attach the enclosed UN3481 lithium battery warning label (See Figure 9).
10. It is the shipper's responsibility to ensure that all the requirements of the Special Permit have been fulfilled prior to offering the package in transportation.
11. The RECYCLEPAK® container **MUST BE PROPERLY SEALED AND STRUCTURALLY SOUND. THE CONTAINER MUST LACK EVIDENCE OF LEAKAGE OR DAMAGE THAT COULD CAUSE LEAKAGE.** UPS® GROUND® may refuse packages that do not meet criteria!



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5



Figure 6

Step #3 – Request Return Shipping Label

1. Locate and complete the **Return Authorization Form**. Fax the form to (920) 757-5485 or email to pak.ts@veolia.com. If you are missing or cannot locate the Return Authorization Form, please call customer service at 1-888-669-9725 or email to pak.ts@veolia.com to request one.
2. Upon receipt of your Return Authorization Form, Veolia will process your request and email you a UPS return shipping label.
3. Print the emailed UPS return shipping label and cut around the solid line. Insert the UPS return shipping label into the packing slip envelope that is attached to the box and seal the envelope.

Step #4 – Arranging for Pick Up

1. For business customers, call **UPS® GROUND® (866) PICK-UPS (866-742-5877)** to schedule a **GROUND RETURN pickup**. Alternatively, you can schedule a pickup online at www.ups.com.
2. Please contact customer service toll-free at 1-888-669-9725 to arrange for pickup if an UPS return shipping label was not attached to the shipper box.
3. Keep a copy of your Proof of Purchase, which includes your Unique Container number (See Figure 10). Retain a copy of Special Permit DOT-SP 20432 and these Instructions to demonstrate US DOT compliance.

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.



Figure 7



Figure 8



Figure 9



Figure 10

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 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 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.

