# RECYCLEPAK®

Fluorescent Lamp Recycling Kits
Instructions and Terms and Conditions




**PROGRAM APPROVED FOR U.S. ONLY. NOT FOR EXPORT.**

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

**IMPORTANT DOCUMENTS**
**DO NOT DISCARD**

# RECYCLEPAK® PACKAGING AND SHIPPING INSTRUCTIONS

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

## 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 may charge you an additional fee to compensate us and you agree to pay the additional fee(s).

## Recommended Safety Supplies

Veolia recommends the user of this service to utilize gloves and safety glasses when handling fluorescent and other types of lighting waste.

## Customer Service

1-888-669-9725 Monday – Friday- 8am to 5pm CST

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## LAMP RECYCLING BOXES (Applies to Supply 043, Supply044, Supply 065, Supply098, Supply126, Supply190, Supply191 and Supply192)

**Authorized Contents-** The RecyclePak® lamp boxes are designed for a variety of lamp types. Please follow the guidance below as to the types of lamps allowed in RecyclePak® lamp boxes. Placing unauthorized materials inside any RecyclePak® container will subject you to additional handling fees as well as violate our terms and conditions and eliminate any liability protection offered under this program.

- **Supply043-** Holds 30 T12 / 60 T8 4ft straight fluorescent lamps & u-tube lamps ONLY
- **Supply044-** Holds 15 T12 / 30 T8 8ft straight fluorescent lamps ONLY
- **Supply065-** Holds 68 T12 / 146 T8 4ft straight fluorescent lamps & u-tube lamps ONLY
- **Supply098-** Holds 15 T12 / 30 T8 4ft straight fluorescent lamps ONLY
- **Supply126-** Holds 20 T12 / 32 T8 u-tube lamps, misc. amounts of high intensity discharge lamps, up to 250 compact fluorescent lamps
- **Supply190-** Holds 25 T12 / 56 T8 8ft straight fluorescent lamps ONLY
- **Supply191-** Holds 41 T12 / 75 T8 u-tube lamps, 60 400W HIDs
- **Supply192-** Holds 150 small spiral compact fluorescent lamps, 525 2-pin compact fluorescent lamps, 265 4-pin compact fluorescent lamps, incandescent

## Step #1- Open and Complete Your Return Shipping Label

1. Open your FedEx Ground Label booklet adhered to the front of the box by removing the "remove to open" tab. **(See Figure 1)**. Detach to expose label. Retain your proof of purchase included within the FedEx Ground Label booklet. 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.

2. Write your mailing address in the "From" section on the FedEx Ground label **(See Figure 2)**. Make sure to include your company name, mailing address, city, state and zip code. **A CERTIFICATE OF RECYCLING WILL NOT BE ISSUED IF THIS IS NOT COMPLETELY FILLED OUT.**

3. Complete the label by checking the type of material you will be placing in the container and entering an "**ACCUMULATION START DATE**". The "**ACCUMULATION START DATE"** is defined as the date when your first lamp was placed into the RecyclePak® **(See Figure 3)**.

4. Enter the "**ACCUMULATION START DATE"** also on the container under the **"GENERATORS RESPONSIBILITIES" (See Figure 4).**

5. Apply the appropriate color coded sticker to the FedEx Ground label as directed in your FedEx Ground Label booklet and map. **(See Figure 5)**. 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 of box with 3" minimum clear pressure sensitive tape. **MAKE SURE CORNERS, EDGES, FLAPS AND SEAMS ARE PROPERLY SEALED WITH TAPE.**

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!

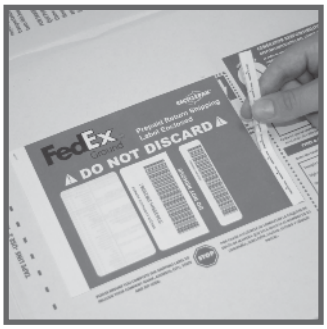


Figure 1



Figure 2



Figure 3


Figure 4

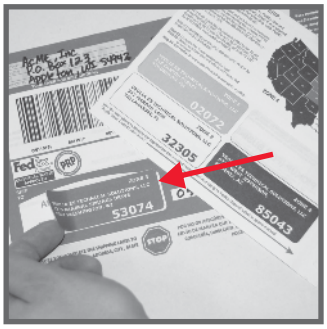


Figure 5

3. Insert provided poly liner and place assembled container in secure and stable area **(See Figure 6)** Supply-190 requires that a corrugated tube be placed inside the liner prior to being placed inside the RecyclePak®. This is designed for added strength. Open corrugated tube and place open liner over tube, then place the bagged tube into RecyclePak® **(See Figure 7)**. Follow the enclosed instructions regarding filling with lamps.



Figure 6

## Step #3- Fill Container

1. Carefully fill the RecyclePak® with appropriate number of lamps. This depends upon the model box purchased. Refer to **AUTHORIZED CONTENTS** at the beginning of this instruction sheet for guidance. **DO NOT BREAK OR CRUSH LAMPS. USE WHOLE OR INTACT LAMPS ONLY. (See Figure 8)**.

2. High Intensity Discharge Lamps (HIDs) must be placed into original manufacturer boxes OR wrapped in newspaper prior to being placed into RecyclePak®.

3. **DO NOT EXCEED CAPACITY. AN ADDITIONAL SERVICE FEE WILL APPLY TO ALL ITEMS RECEIVED THAT EXCEED THE PUBLISHED CAPACITY.**

4. **KEEP BOX AND LINER CLOSED WHEN NOT IN USE. USE A PIECE OF TAPE TO KEEP CONTAINER CLOSED IN BETWEEN USE.**




Figure 7

## Step #4- Seal Container

1. When the RecyclePak® is full and lamps are packed tightly, seal poly liner with provided tie or minimum 3” wide clear plastic tape or equivalent. Make sure poly liner is sealed and completely within box.

2. Close box flaps or cover in order as stated on packaging and seal with minimum 3”wide clear plastic tape or equivalent. **MAKE SURE CORNERS, EDGES, FLAPS AND SEAMS ARE PROPERLY SEALED WITH TAPE**. 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 these criteria!



Figure 8

## Step #5- Ship Container

1. Complete the **GENERATORS RESPONSIBILITIES** section on the container to include the **TYPES and COUNTS** of waste materials inside the container. **(See Figure 9).**

2. For business customers, call FedEx Ground (888) 777-6040 to schedule a commercial pickup from your business location.

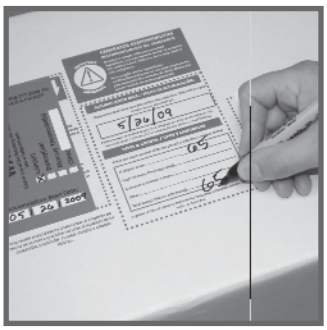


Figure 9

**CUSTOMERS IN THE STATE OF MAINE MUST CONTACT CUSTOMER SERVICE, TOLL-FREE AT 1-888-669-9725 PRIOR TO SHIPPING THIS CONTAINER. CUSTOMERS IN THE DISTRICT OF COLUMBIA MUST HAVE OBTAINED AN EPA ID NUMBER FROM THE DISTRICT DEPARTMENT OF THE ENVIRONMENT (DDOE) AND COMPLY WITH ADDITIONAL REPORTING REQUIREMENTS AS CONTAINED WITHIN THE DDOE RULES.**

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.

4. Keep a copy of your Proof of Purchase card, which includes your Unique Container number and FedEx Ground tracking number **(See Figure 10).**

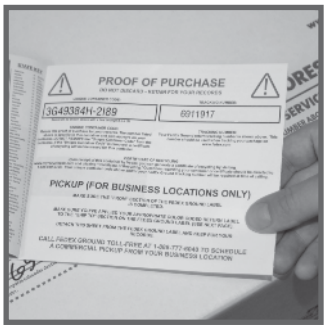



Figure 10

# Ready to Ship?

**Call FEDEX GROUND at: (888) 777-6040 to arrange for a pickup.**

**DO NOT SHIP YOUR CONTAINERS FEDEX FREIGHT! RECYCLEPAK MUST BE SHIPPED FEDEX GROUND. CALL (888) 777-6040 TO SCHEDULE A PICKUP WITH FEDEX GROUND.**

# Need Help?

**Call Veolia at: (888) 669-9725 for customer service.**

RECYCLEPAK®

# RECYCLEPAK® TERMS AND CONDITIONS

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

Thank you for choosing the RECYCLEPAK® service for the proper handling and recycling of your lamps. (The word "MATERIALS" is used herein to describe the lamps). 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 1.888.669.9725 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, are suitable for shipping those MATERIALS. (If a prepaid shipping label was provided to you with the containers, 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 1-888-669-9725 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 to, 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. 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®.

**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 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 can charge you an additional fee to compensate us for the extra MATERIALS. DO NOT EXCEED THE STATED CAPACITY FOR ANY CONTAINER. AN ADDITIONAL SERVICE FEE WILL APPLY FOR ALL ITEMS RECEIVED THAT EXCEED THE STATED CAPACITY. If you send us wastes that are not MATERIALS as described above, we will try to manage these wastes, if possible, but we can charge you for any extra costs and you agree to pay those costs. If we cannot accept the wastes, you agree we can return the wastes to you at your expense and that you will reimburse us for the extra costs we incur.

**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.

**Follow the Color Coded Map to affix YOUR Color Coded Zone Return Label that represents the state in which you are returning this container FROM to the FedEx Ground Prepaid Return Label. SEE ENCLOSED INSTRUCTION SHEET FOR DETAILS!**

**IMPORTANT DOCUMENTS**

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