



**LED Lamp Recycling Box
Instructions and Terms and Conditions**

 **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

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

RECYCLEPAK® PACKAGING AND SHIPPING INSTRUCTIONS

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

LED Lamp Recycling Boxes (Applies to Supply-360, Supply-374, Supply-361 and Supply-362)

Waste Classification of LED Lamps:

Generally, the technical information for LED lamps that we have reviewed from three major lamp manufacturers (i.e., GE Consumer and Industrial Lighting, Philips Lighting Company, Osram Sylvania, Inc.), when tested, will pass the TCLP and may be disposed as a nonhazardous waste. However, LED technology is evolving rapidly and there are a lot of different manufacturers located throughout the world. As such, in order to properly characterize the lamps, Veolia recommends each generator review manufacturer data to determine if their lamps are hazardous. Since the lamps are an article the manufacturer is not legally required to provide an SDS. The use of Supply-360, Supply-374, Supply-361 and Supply-362 only applies to LED lamps that are classified as nonhazardous waste destined for recycling by federal, state and local regulations. If the generator determines the LED lamps should be classified as hazardous waste or universal waste, the utilization of the LED Lamp Recycling Boxes is prohibited.

Required Safety Supplies:

Veolia recommends the user of this packaging obtain a Safety Data Sheet (SDS) from the LED lamp manufacturer. The user should review the SDS for any required or recommended safety precautions for handling the LED lamps.

AUTHORIZED CONTENTS: - The RecyclePak® lamp boxes are designed for LED lamps. 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.

- **Supply-360 - 4FT LED Lamp Recycling Box** - Holds 39 T8 / 62 T5 / 78 T4 or 156 T2 4ft straight LED lamps not to exceed box weight capacity of 17 lbs.
- **Supply-374 – Extra Small LED Lamp Recycling Box** - Holds 2-4 small LED lamps not to exceed box weight capacity of 3 lbs.
- **Supply-361 - Small LED Lamp Recycling Box** - Holds 64 6W / 69 8W or 45 12W small LED lamps not to exceed box weight capacity of 20 lbs.
- **Supply-362 – Medium LED Lamp Recycling Box** - Holds 191 6W / 207 8W or 135 12W small LED lamps not to exceed box weight capacity of 50 lbs.

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

1. Open your FedEx Ground Label booklet adhered to 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 – Follow this step for Supply-360 – 4FT LED Lamp Recycling box. Skip to Step #2A for Supply-374, Supply-361 & Supply-362.

1. Open container, close bottom flaps in order marked and seal bottom of box with 3” minimum 2 mil clear plastic tape (Uline S-445) or equivalent. MAKE SURE CORNERS, EDGES, FLAPS AND SEAMS ARE PROPERLY SEALED WITH TAPE (See **Figure 6**). FOR FULL OVERLAP FLAPS (FLAPS THAT ARE THE SAME WIDTH AND LENGTH OF THE CARTON), SEAL ALL FOUR SIDES OF THE FLAPS. FOR RSC FLAPS (FLAPS THAT MEET IN THE MIDDLE), TAPE FLAPS USING A "H" PATTERN.

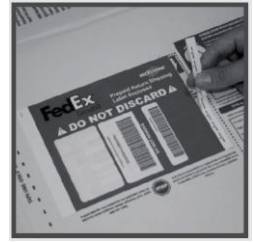


Figure 1

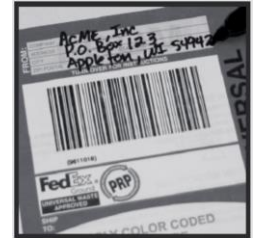


Figure 2



Figure 3



Figure 4



Figure 5



Figure 6



PLACING THE BROWN CORRUGATED TUBE INSIDE THE LINER IS REQUIRED. DO NOT PLACE THE LINER INSIDE THE RECYCLEPAK® WITHOUT FIRST PLACING THE BROWN CORRUGATED TUBE INSIDE THE LINER. FAILURE TO DO THIS WILL RESULT IN NON-COMPLIANT SHIPPING AND SUBJECT YOU TO ADDITIONAL HANDLING FEES.

2. Open brown corrugated tube and place inside the liner (See Figure 7). Place bagged tube into RecyclePak® (See Figure 8).
3. Locate (4) enclosed white velcro strips, remove backing from both sides and apply to the top flaps marked "EZ" on the RecyclePak® (See Figure 9). Close flaps in order marked. Press firmly to secure temporary velcro seal on both sides. Open flap carefully to ensure velcro is adhered to both the top and backside of the flap. Prepare to fill.



Figure 7



Figure 8

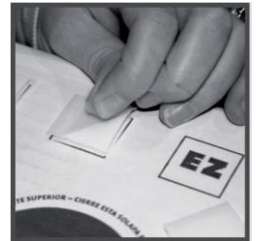


Figure 9



Figure 10



Figure 11

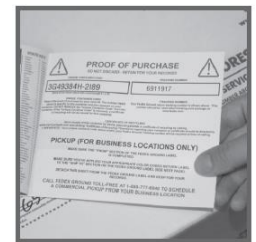


Figure 12

Step #2A – Prepare Package – Follow for Supply-374, Supply-361 & Supply-362.

1. Open container, close bottom flaps and seal bottom of box with 3” minimum 2 mil clear plastic tape (Uline S-445) or equivalent. MAKE SURE CORNERS, EDGES, FLAPS AND SEAMS ARE PROPERLY SEALED WITH TAPE. FOR FULL OVERLAP FLAPS (FLAPS THAT ARE THE SAME WIDTH AND LENGTH OF THE CARTON), SEAL ALL FOUR SIDES OF THE FLAPS. FOR RSC FLAPS (FLAPS THAT MEET IN THE MIDDLE), TAPE FLAPS USING A "H" PATTERN.
2. Place poly liner into RecyclePak box.

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 above for guidance. DO NOT BREAK OR CRUSH LAMPS. USE WHOLE OR INTACT LAMPS ONLY (See Figure 10).
2. DO NOT EXCEED CAPACITY. AN ADDITIONAL SERVICE FEE WILL APPLY TO ALL ITEMS RECEIVED THAT EXCEED THE PUBLISHED CAPACITY.
3. KEEP BOX AND LINER CLOSED WHEN NOT IN USE.

Step #4 – Seal Container

1. When the RecyclePak® is full and lamps are packed tightly, seal poly liner by twisting and securing with the provided 8” 40 lb. nylon cable tie (Nelco N-8-40 Cable tie). Make sure poly liner is sealed and completely within box.
2. Close box flaps or cover in order as stated on packaging (only applicable for Supply-360) and seal with minimum 3” wide clear 2 mil plastic tape (Uline S-445) or equivalent (See Figure 6). MAKE SURE CORNERS, EDGES, FLAPS AND SEAMS ARE PROPERLY SEALED WITH TAPE. FOR FULL OVERLAP FLAPS (FLAPS THAT ARE THE SAME WIDTH AND LENGTH OF THE CARTON), SEAL ALL FOUR SIDES OF THE FLAPS. FOR RSC FLAPS (FLAPS THAT MEET IN THE MIDDLE), TAPE FLAPS USING A "H" PATTERN. 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!

Step #5 – Ship Container

1. For the **Supply-360 4FT LED Lamp Recycling box**, complete the GENERATORS RESPONSIBILITIES section on the container to include the TYPES and COUNTS of waste materials inside the container. (See Figure 11). For **Supply-374, Supply-361 and Supply-362** the date only needs to be listed on the Generators Responsibilities label attached to the box.

Step #6 – 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.
4. Keep a copy of your Proof of Purchase card, which includes your Unique Container number and FedEx Ground tracking (See Figure 12).

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.



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). 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.

