



Small Cell Phone Drop Box Recycling Kit 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.

Small Cell Phone Drop Box Recycling Kit (Applies to Supply-255)

Required Safety Supplies:

Cell phones are 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® Small Cell Phone Drop Box is designed to recycle old cell phones. Please follow the guidance below as to the types of cell phones allowed in the RecyclePak® box. Placing unauthorized materials inside any will subject you to additional handling fees as well as violate our terms and conditions and eliminate any liability protection offered under this program. **Cell phones containing lithium ion batteries must be packaged with care and are subject to the limits contained in Table 1 below.**

- Supply-255 – Holds up to 110 small cell phones

Step #1 – Assemble Drop Box Container

STEP #1- FOLD INSIDE SIDE FLAPS



Fold inside side flaps as shown above.

STEP #2- FOLD OUTSIDE SIDE FLAP



Fold outside side flap over inside side flaps as shown above.

STEP #3- TUCK OUTSIDE SIDE FLAP



Secure outside side flap by pressing tabs into die cut slots.

STEP #4- REPEAT STEPS #1 TO #3



Repeat steps #1 to #3 to secure opposite side.

STEP #5- TAPE INSIDE BOX



Locate and tape inside corrugated box

STEP #6- INSERT LINER



Insert provided liner into inside corrugate box.

STEP #7- INSERT BOX INTO DROP BOX



Insert lined inside corrugate box into drop box.

STEP #8- FOLD AND INSERT TOP FLAPS



Fold and insert top flaps as shown above.

STEP #9- FOLD AND SECURE BANNER



Fold top banner and secure tabs into die cut slots.

STEP #10- OPEN DIE CUT SLOT, APPLY POP UP TAPE



Open die cut slot for filling with cell phones. Follow the instructions to fill. Seal and ship

Step #2 – Locate and Complete Prepaid Return Shipping Label Booklet

1. Open your FedEx Ground Label booklet adhered to the back of the Small Cell Phone Drop 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 cell phone was placed into the RecyclePak® (See Figure 3).

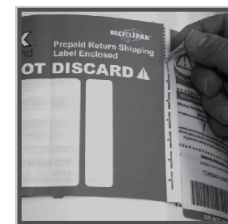


Figure 1

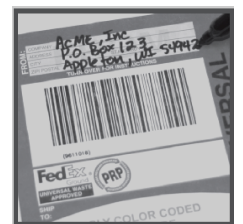


Figure 2

4. Apply the appropriate color coded sticker to the FedEx Ground label as directed in your FedEx Ground Label booklet and map. (See Figure 4). 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 #3 – Fill Container

1. Carefully fill RecyclePak® with the appropriate number of cell phones (See Figure 5).
2. If the intact electronic device contains a battery, please package to ensure that the device cannot be activated during shipment.
3. DO NOT EXCEED CONTAINER CAPACITY, REFER TO AUTHORIZED CONTENTS ABOVE. AN ADDITIONAL SERVICE FEE WILL APPLY TO ALL ITEMS RECEIVED THAT EXCEED THE AUTHORIZED CAPACITY.

Step #4 – Seal Container

1. When the RecyclePak® is full, open drop box and seal poly liner with provided tie or minimum 3” wide clear plastic tape or equivalent. Make sure poly liner is sealed and completely within the drop box (See Figure 6).
2. Reinsert drop box flaps (See Figure 7) to close drop box and fold drop box banner down (see Figure 8).
3. Seal all sides of drop box flaps with 2” minimum clear plastic tape or equivalent. (See Figure 9).
4. Apply the provided UN3481 Battery Warning Label on the outside of the RecyclePak box.

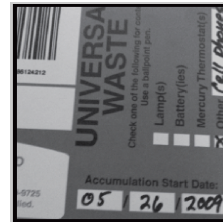


Figure 3

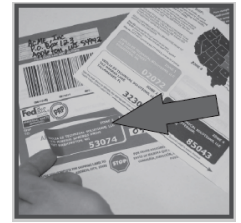


Figure 4



Figure 5



Figure 6



Figure 7



Figure 8

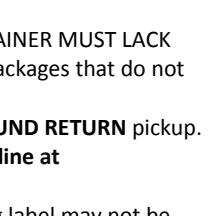


Figure 9

Step #5 – Ship Container

1. 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!
2. 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
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.

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

1. A "lithium ion battery" is a type of rechargeable battery commonly used in cell phones.
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.

Small Lithium cells and batteries are defined in 49 CFR 173.185(C).		
Cells	Authorized for RecyclePak®	Not Authorized for RecyclePak®
Lithium ion	60 Wh	> 60 Wh
Batteries	Authorized for RecyclePak®	Not Authorized for RecyclePak®
Lithium ion	300 Wh	> 300 Wh



ATTENTION: 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 IN THE DDOE RULES.





ATTENTION: CUSTOMERS IN THE STATE OF MAINE 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 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.

