



**Bulk Lamp Recycling Kit
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

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.

Bulk Lamp Recycling Kit (Applies to Supply-144)

Required Safety Supplies:

Veolia recommends the user of this service to utilize gloves and safety glasses when handling any kind of hazardous material.

AUTHORIZED CONTENTS: - The RECYCLEPAK® Bulk Lamp Recycling Kit is designed for intact fluorescent lamps ONLY. Please follow the guidance below as to the types of lamps 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.

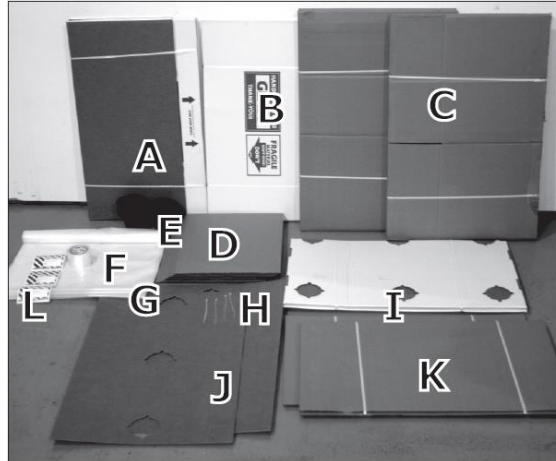
- **SUPPLY-144 – Bulk Lamp Recycling Kit** – Holds up to 800 T12 4’ straight lamps, 1600 T8 4’ straight lamps, 360 400Watt HIDs, 120 1000Watt HIDs. **DO NOT EXCEED STATED CAPACITY**

Step #1- Unpack Container



Your RECYCLEPAK will be delivered in one container. Unpack your RECYCLEPAK Bulk Lamp Recycling Kit and take inventory per the inventory stickers on the front of the shipping container and to the right.

Step #2- Verify Components

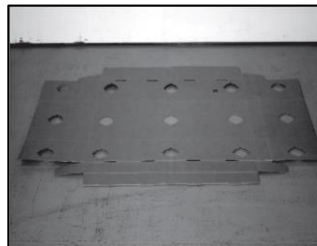


Your RECYCLEPAK kit should include the following pieces. Please verify that all pieces are included with your kit. If you are missing pieces, please call 1-888-669-9725 for replacement supplies.

- A- 1 QTY - Top Outer Shipping Wrap with Flaps
- B- 1 QTY - Bottom Outer Wrap without Flaps
- C- 8 QTY - Cut Double Wall 1/2 RSC Tubes
- D- 8 QTY - Double Wall 1/2 RSC Tube Pads
- E- 9 QTY - Plastic Pallet Cups
- F- 1 QTY - Roll of Tape
- G- 4 QTY - Liners
- H- 4 QTY - Poly Liner Ties
- I- 1 QTY - Base
- J- 1 QTY - Middle Base Sheet
- K- 2 QTY - Folded Double Wall Base Pads
- L- 3 QTY- Universal Waste Labels (For Additional Labeling Needs)

If you are Missing Pieces, Please call 1-888-669-9725 for Replacement Supplies.
2 People May Be Required for Proper Assembly.

Step #3 – Assemble Pallet Base



Locate base (Item #I) and place white side down. The pallet base should be positioned so the length is in front of you and the width is on the side.

Step #4 – Fold Length Sides of Base



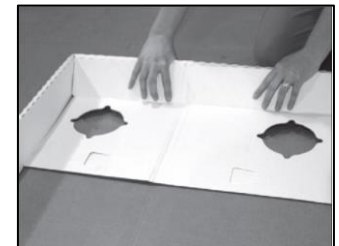
Fold the length sides of the base and insert tabs as shown. Taping the sides to the base after inserted into tabs is preferred.

Step #5 – Fold Corners of Base



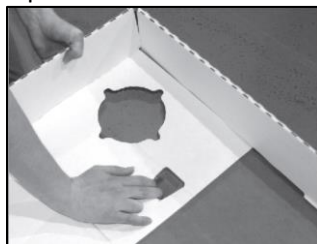
Continue to assemble base by folding corners and ensuring tabs on side of base are pushed in.

Step #6 – Fold Width Side



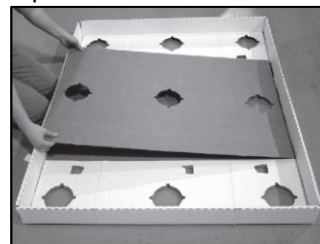
With corners tucked in, fold width side of base and create crease as shown above.

Step #7 – Push Tab in on Base



Using your fingers, push tabs through on base. Continue and repeat on other width side of base

Step #8 – Insert Middle Base Sheet



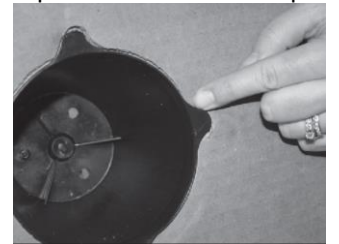
Insert middle base sheet (Item J) into the area on base noted above.

Step #9 – Insert Pallet Cup



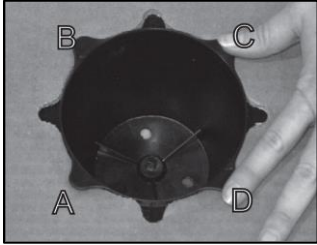
Taking note to the image above, insert pallet cup into bottom of base being careful to match the star pattern tab on the pallet cup to the die cut star pattern on bottom of base.

Step #10 – Press and Twist Pallet Cup



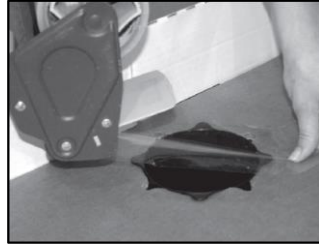
Pressing down the corrugate surrounding all edges of the star pattern on the pallet cup, carefully twist pallet cup 45 degrees.

Step #11 – Checkpoint



Verify after twisting pallet cup 45 degrees that each star tab (A, B, C, D above) is above the base and locked in place.

Step #12 – Tape Pallet Cup to Base



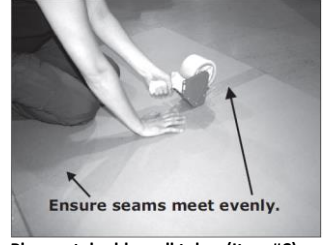
Using provided tape, tape the twisted pallet cup to base. Tape using an "X" pattern to ensure all star pattern tabs are taped.

Step #13 – Insert Base Pads



Insert the folded double wall base pads (Item #K) into the open sections as illustrated above.

Step #14 – Tape Double Wall Tubes



Place cut double wall tubes (Item #C) on ground and match up bottom and top. With tube tightly aligned, tape where top and bottom meet. Tape both sides. Repeat for other tubes.

Step #15 – Tape Bottom of Tubes



Locate, fold flaps and tape the bottom of all 4 assembled double wall 1/2 RSC tubes (Item #C).

Step #16 – Insert Double Wall Tubes



Insert (4) four assembled and taped double wall 1/2 RSC tubes onto pallet base as shown above.

Step #17 – Insert Tube Pads



Locate and add 2 QTY of the double wall 1/2 RSC tube pads (Item #D) into assembled double wall tube.

Step #18 – Insert Liners



Locate and add a liner (Item #G) to each double wall 1/2 RSC tube.

Step #19 – Add Bottom Outer Wrap



Slide bottom outer wrap without flaps (Item #B) over lined double wall tubes. Push down and make sure wrap is seated between base and double wall tubes.

Step #20 – Tape Bottom



Using tape provided, securely tape the bottom outer wrap to the base. Ensure to tape completely around the container.

Step #21 – Add Top Wrap



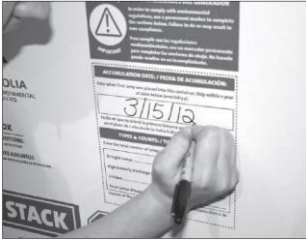
Locate top outer wrap with flaps (Item #A) and with the help of another person, slide over lined double wall tubes, making sure the wraps meet in the middle of the container.

Step #22 – Tape Middle Seam



Tape middle seam, where top and bottom wraps meet. Ensure to tape completely around the container. Top and bottom wrap must meet completely in the middle.

Step #23 – Add Accumulation Date



Write the Accumulation Date section on the container. The accumulation date is the date the first lamp was placed into this container.

Step #24 – Add Lamps



Add intact fluorescent lamps to lined double wall tube. **DO NOT PLACE BROKEN LAMPS INTO THIS CONTAINER.**

Step #25 – Seal Liners



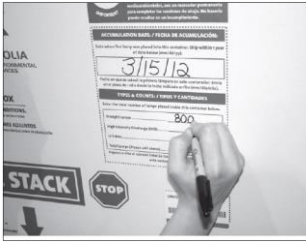
When double wall tubes are filled with lamps, locate poly ties (Item #H). Twist poly liner and secure with tie.

Step #26 – Close and Tape Flaps



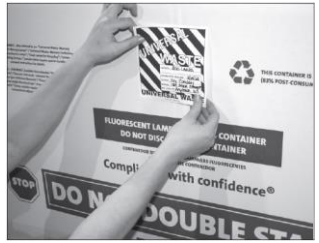
When all 4 double wall tubes are filled and liners are sealed, fold flaps in order marked and tape to seal. Make sure to tape along the length and width.

Step #27 – Mark Number of Lamps



Finalize the Generator's Responsibility section on the container by noting the number of lamps inside the container.

Step #28 – Apply Optional Labels



Complete and apply the optional Universal Waste Labels (Item #L) to the container.

Step #29 – Request a Bill of Lading



When your container is full and secured following these instructions, call 1-888-669-9725 to have Veolia arrange a pickup and send you a Bill of Lading. **DO NOT ARRANGE YOUR OWN PICKUP!**

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.