



## **4FT and 8FT Linear Lamp Prepaid Recycling Stamps Instructions and Terms and Conditions**

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



# **WARNING**

**DO NOT ALTER PREPAID STAMP LABEL!**

**Any alterations to this label will void the Terms and Conditions set forth for the RecyclePak® program. Additionally, your company will be subject to additional fees.**

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

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## RECYCLEPAK® PACKAGING AND SHIPPING INSTRUCTIONS

THE INSTRUCTIONS MUST BE FOLLOWED FOR SAFE PACKAGING, STORAGE AND SHIPMENT OF YOUR WASTE

### 4ft and 8ft Linear Lamp Prepaid Recycling Stamp (Applies to Supply-277 Supply-278)

#### 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® 4ft and 8ft Linear Lamp Prepaid Recycling Stamps are designed for pre-packaged and palletized intact linear fluorescent lamps ONLY. Please follow the guidance below as to the types of linear lamps allowed for use with these prepaid recycling stamps. Shipping unauthorized materials with these prepaid recycling stamps may be a violation of federal and state laws and regulations and 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-277– RECYCLEPAK® 4ft Linear Lamp Prepaid Recycling Stamp** – Designed to recycle up to 900 T12 or 1800 T8 4ft linear fluorescent lamps. Lamps must be boxed, palletized and secured to pallet prior to shipping. **T5 4FT LINEAR FLUORESCENT LAMPS ARE PROHIBITED FROM THIS PROGRAM.**
- **SUPPLY-278 – RECYCLEPAK® 8ft Linear Lamp Prepaid Recycling Stamp** – Designed to recycle up to 900 T12 or 1800 T8 8ft linear fluorescent lamps. Lamps must be boxed, palletized and secured to pallet prior to shipping. **T5 8FT LINEAR FLUORESCENT LAMPS ARE PROHIBITED FROM THIS PROGRAM.**

## LIMIT ONE PALLET PER PREPAID RECYCLING STAMP. DO NOT MAKE COPIES OF PREPAID RECYCLING STAMPS.

#### Step #1 – Properly Package Linear Fluorescent Lamps

1. All precautions should be taken to eliminate breakage of lamps. Extra charges may result from excessive breakage.
2. Lamps should be packaged in strong corrugated boxes. Original cardboard boxes from the manufacturer are recommended. Place lamps carefully into the boxes to avoid breakage. **DO NOT TAPE LAMPS TOGETHER. ADDITIONAL FEES MAY BE CHARGED IF TAPED LAMPS ARE RECEIVED.**
3. Egg crate inserts are not required, but boxes should be filled to capacity, leaving no void space.
4. All box ends must be secured with tape. Three-inch PVC tape is recommended. **VEOLIA WILL NOT ACCEPT CONTAINERS FOR SHIPMENT THAT HAVE LAMPS EXPOSED OR PROTRUDING FROM THE PACKAGING.**
5. **DO NOT** place items other than straight linear fluorescent lamps into lamp boxes.

#### Step #2 – Properly Label Fluorescent Lamp Boxes

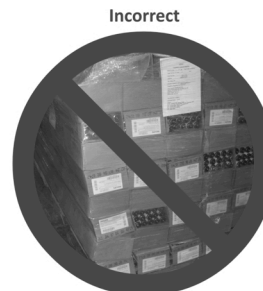
1. All packages used for containing fluorescent lamps must include a label that states “**Universal Waste Lamps**” with an “**Accumulation Start Date**” (the beginning date the lamps were stored for disposal) as **per 40 CFR 273.**
2. Certain States require additional language for labeling. Please contact your state regulatory agency for proper guidance.
3. Customers are encouraged to tape lamp inventories to the end of each box. An inspection will be made at Veolia of all containers to verify waste streams received. Each container of fluorescent lamps will be recycled for the full amount of lamps as received on the shipment.

#### Step #3 – Properly Palletize Fluorescent Lamp Boxes

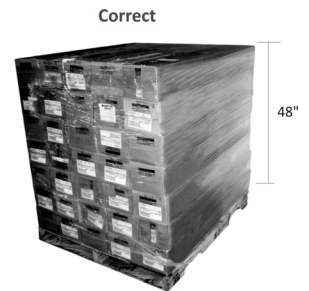
1. Palletizing lamps correctly ensures compliance with DOT regulations regarding shipping fluorescent lamps.
2. Boxes must be placed on a pallet by stacking five (5) boxes across and no more than five boxes high. **DO NOT EXCEED 48” IN HEIGHT.**
3. **PLACE 4FT BOXES ON A 4FT PALLET AND 8FT BOXES ON AN 8FT PALLET.**
4. Once they have been placed on a pallet, the boxes must be secured with shrink or stretch wrap. (Remember to wrap the pallet as well, to minimize shifting in transit).



Not Properly Stacked  
Not shrink-Wrapped  
Bulbs Exposed



Bulbs Exposed



48" High  
Properly Stacked  
Ends Sealed  
No Lamp Exposed  
Shrink-wrapped

5. Please remember that when reusing boxes after a retrofit, switching lamps in manufacturers box from T12 to T8 will result in a diameter difference. T12 lamps are 1.5" in diameter; T8 lamps are 1" in diameter.

#### **Step #4 – Apply Prepaid Stamp and Additional Regulatory Compliance Label**

1. When boxes are properly palletized and secured to pallet with shrink or stretch wrap, apply prepaid stamp to front of pallet.
2. Complete as required and adhere additional Regulatory Compliance Label to front of palletized and secured lamp boxes.
3. Palletized and secured lamp boxes should be stored indoors and protected against elements of weather. Wet packages will not be accepted. Whenever possible store lamps in an area that is easily accessible for pick-up while still maintaining the security of the lamps.

#### **Step #5 – Arranging for Pick Up**

1. Complete included Pickup Request form and fax it to (920) 757-5485 or email to Pak.TS@veolia.com
2. Veolia will process your request and send you a Bill of Lading (BOL).
3. Secure BOL to the front of the palletized and secured lamp boxes, NEXT to the prepaid stamp. DO NOT COVER PREPAID STAMP.
4. Please allow 5-7 days for pickup of your palletized and secured lamp boxes.

#### **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.

## **IMPORTANT**

You **MUST** contact Veolia to arrange pickup of your pallet(s) by faxing or emailing the included Pickup Request Form. If you do not have a pickup request form, please call 888-669-9725 to obtain one.

**DO NOT CONTACT FEDEX GROUND, FEDEX FREIGHT OR ANY OTHER LTL CARRIER TO ARRANGE PICKUP.**

Collect shipments will be refused and all charges relating to the shipment will be the responsibility of the shipper.

**LIMIT ONE PALLET PER PREPAID RECYCLING STAMP. DO NOT MAKE COPIES OF PREPAID RECYCLING STAMPS. DO NOT ALTER LABELS.**



## RECYCLEPAK® PREPAID STAMP TERMS AND CONDITIONS

USE OF THE RECYCLEPAK® PREPAID STAMP IS CONSIDERED ACCEPTANCE OF THE TERMS AND CONDITIONS.

Thank you for choosing the RECYCLEPAK® prepaid stamp service for the return transportation and recycling of linear lamps and crushed lamps (The word "MATERIALS" is used herein to describe these lamps). Each RECYCLEPAK® prepaid stamp will describe the type of MATERIALS and pallet or drum for which it should be used. Please check your RECYCLEPAK® prepaid stamp to verify the MATERIALS and pallet or drum it should be applied to. 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® prepaid stamps, you are agreeing to these Terms and Conditions.

**Refunds-** If you purchased your RECYCLEPAK® prepaid stamp online at [www.prepaidrecycling.com](http://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 our receipt of the unused RECYCLEPAK® prepaid stamp. 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® prepaid stamp from a distributor or third-party, please contact the distributor or third-party directly to request a refund.

**Our Promise-** When you use an individually numbered RECYCLEPAK® prepaid stamp for the MATERIALS specified on the stamp in the prescribed container, we promise to provide you transportation and disposal of those MATERIALS, provided you have placed the stamp on the pallet or drum as specified on the stamp (pallet, drum, etc.), the pallet or drum holds only the MATERIALS as specified on the stamp, and your MATERIALS have not been damaged and have been properly packed and sealed in accordance with our instructions and U.S. Department of Transportation and all other applicable federal, state and local statutes, ordinances, laws, orders, rules and regulations. 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® prepaid stamp and instructions.

We also promise that we will properly manage, recycle and dispose of the MATERIALS in accordance with the law, provided that we receive your shipment containing the RECYCLEPAK® prepaid stamp 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 shipment containing your MATERIALS is received by our transporter.

**Your Promise-** You promise that you will send us only the MATERIALS as specified in the RECYCLEPAK® prepaid stamp you have purchased, in the type of pallet or drum as specified on that stamp, packaged in accordance with our instructions (which we will provide to you at the time we send you the stamp), and in accordance with U.S. Department of Transportation and all other applicable federal, state and local statutes, ordinances, laws, orders, rules and regulations. We will be unable to accept any shipment containing a RECYCLEPAK® prepaid stamp if that shipment is not packaged in accordance with our instructions and applicable laws. Furthermore, you promise not to exceed the stated capacity of the pallet or drum as specified on, or to add other MATERIALS to your pallet or drum not covered by the stamp. Each RECYCLEPAK® prepaid stamp is only good for a one-time shipment, and therefore should not be copied for use with another shipment.

**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® prepaid stamps for only the specified MATERIALS and pallet or drum, in accordance with our instructions. If you ship us (a) MATERIALS of any type other than those specified on the stamp, (b) MATERIALS in a pallet or drum other than as specified on the stamp or in excess of the capacity of that pallet or drum, (c) wastes that are not MATERIALS, we will charge you additional fees and you agree to pay those fees within 30 days of invoice. Those fees will include (1) \$75.00 for each pallet or drum that is not as described on its stamp, (2) any additional transportation costs associated with the nonconforming shipment, and (3) additional fees for the management of the excess MATERIALS (based on the current retail rate for the type and quantity of those MATERIALS) or for the management of the wastes that are not MATERIALS. Should we not, for any reason, be able to manage the wastes that are not MATERIALS you shipped us, you agree you will pay \$75.00 for each pallet or drum containing wastes that are not MATERIALS and all return shipping fees associated with those pallets or drums.

**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.

