

WM LampTracker Bulk Pickup Program

800-664-1434, 7am-6pm Central, Monday-Friday

Instructions For Use

The WM LampTracker Bulk Pickup Program Instructions, the quote and/or estimate sheet and the Terms and Conditions constitute the Agreement between the Customer and Company. Please review the instructions and the Terms of Conditions carefully. WM LampTracker® reserves the right to revise these instructions from time to time. The most recent instructions are posted on www.wmlamptracker.com

Material must be packaged, labeled and shipped in accordance with all Department of Transportation (DOT) and Environmental Protection Agency (EPA) regulations for TSCA/Universal Waste/Hazardous Waste requirements on pallets, in containers with no exposed waste materials in a manner that allows loading and unloading using a motorized forklift.

Acceptable Wastes:

- Lamps and Bulbs containing mercury:
 - Fluorescent tubes
 - CFL bulbs
 - High intensity discharge bulbs
- Batteries
 - Alkaline
 - Lead Acid
 - Lithium Metal (non-rechargeable)
 - Lithium Ion (rechargeable)
 - Nickel (NiCad and NiMh)
- Lighting Ballasts
 - PCB
 - Non-PCB
- Electronics including:
 - Cell Phones
 - Computers and components
 - Network servers and components
 - Monitors and TVs
 - Printers and copiers
- Electrical and Medical Devices and equipment that contain mercury including:
 - Thermostats
 - Thermometers

Unacceptable Wastes include:

- Self-Illuminating Exit signs containing radioactive ingredients
- Mercury-containing Novelties
- PCB Capacitors and Transformers
- Kitchen, laundry, and other electrical and gas appliances
- Furnaces, space heaters and water heaters
- Air conditioners and drinking fountains
- X-ray machines
- Hazardous wastes & materials not listed as Acceptable

Lamp Packaging and Labeling

- Store lamps in a box to prevent breakage and spills.
 - Store boxes inside to prevent package damage.
 - Original lamp manufacturer boxes can be used if eggshell separators are removed and box end flaps are intact.
 - A box should not be used if it shows any evidence of damage, breakage or leakage.
 - Label each lamp box **Universal Waste-Lamps**.
 - Record **Accumulation Start Date** on each box and ship within one year of date.
 - **Keep box closed** when not being loaded.
 - Do not mix different types of lamps together in one container.
 - Package plastic-coated or sleeved lamps separately from regular lamps.
 - When box is full, close the flaps and tape each lamp box shut with clear carton tape.
 - Stack 4 ft lamps on a normal shipping pallet, criss-crossing every other row, no more than 66" high, and shrink-wrap (5 turns minimum) the boxes securely to the pallet.
 - Stack 8 ft lamps on an 8 ft pallet in a straight pattern, no more than 48" high and shrink-wrap (5 turns minimum) the boxes securely to the pallet.
 - HID, CFL, U-Bend and Spot lamps can be shipped on a pallet in boxes or in a plastic bag-lined, double-wall pallet box that is lined with a plastic bag and has a secured lid.
- **Unintentionally Broken Lamps:**
 - MUST BE PACKAGED IN A USDOT SPECIFICATION PG III METAL DRUM WITH A SECURED LID
 - **Intentionally Crushed Lamps:**
 - MUST BE PACKAGED IN A USDOT SPECIFICATION PG III METAL DRUM WITH A SECURED LID.
 - EACH CONTAINER OF CRUSHED LAMPS MUST BE MARKED EITHER AS UNIVERSAL WASTE LAMPS OR, IF DESIGNATED AS A HAZWASTE, MARKED, PACKAGED AND SHIPPED VIA MANIFEST IN COMPLIANCE WITH ALL HAZARDOUS WASTE REGULATORY REQUIREMENTS. INDIVIDUAL STATES DESIGNATE CRUSHED LAMP STATUS.

Lighting Ballast Packaging and Labeling

- Non-PCB ballasts should be marked by the manufacturer as non-PCB or should show manufacture date after 1978. Non-PCB ballasts can be shipped on a Bill of Lading, PCB ballasts must be shipped on a hazardous waste manifest. Ballasts not labeled non-PCB, should be considered PCB and managed accordingly.
- WMLT must report any improper PCB shipments to the US EPA. We will supply a ballast declaration form for your agreement during the pickup order process.

PCB Ballasts

- PCB ballasts must be shipped in a USDOT PG III approved steel drum with a secured lid (49 CFR Part 178.504) Maximum drum weight is 700 lbs. PCB ballast shipments must be manifested and transported by an authorized carrier in compliance with applicable TSCA and USDOT waste and shipping regulations. Multiple drums must be palletized and strapped together.

Leaking PCB Ballasts

- Leaking PCB ballasts must be double-bagged and placed in a USDOT PG III authorized drum containing at least 3 inches of vermiculite.

Non-PCB Ballasts

- Non-PCB ballasts must be packaged in steel drums or double-wall cardboard boxes. PCB and non-PCB ballasts must not be mixed or they will all be classified as PCB ballasts.

Mercury Containing Equipment & Devices Packaging and Labeling

Acceptable Packaging

- 3.5 gallon USDOT approved pail with secured lid, maximum weight 50 lbs
- 30 gallon USDOT PG III approved drum with lid
- USDOT PG III approved boxes
- Container should not show any evidence of damage, breakage or leakage
- Label container: Universal Waste–Mercury-Containing Equipment
- Record Accumulation Start Date on the container and ship within one year of date
- Keep container closed when not being loaded

Electronics Packaging and Labeling

- Large electronics can be palletized and shrink-wrapped.
- Smaller electronics can be placed in boxes and palletized or placed in a large pallet box with a lid.
- Customer is responsible for ensuring all data has been removed or destroyed or that the memory-bearing devices including hard drives are removed.

Battery Packaging and Labeling:

Acceptable Packaging

- USDOT PGIII approved boxes, 3.5 gallon pail with lid, or 30 gallon drum with lid.
- Pallets (Larger sized batteries)
 - Maximum two layers. Batteries must be securely shrink-wrapped to pallet.
 - Terminals must be isolated and cannot be used as weight supports for the second layer

Container should show no evidence of damage, breakage or leakage.

Label container: **Universal Waste-Batteries.**

Record **Accumulation Start Date** on the container and ship within one year of date.

Keep container closed when not being loaded.

Sort batteries by chemistry into separate containers.

Tape all terminals or individually bag each battery. All batteries must be effectively insulated to prevent bare terminals from coming into contact with other material that can create a fire. Alkaline, NiCd and NiMH batteries of less than 12 volts do not need to be taped as long as they are contained separately from Lithium and Lead Acid batteries. Store in a cool and dry environment, away from flammables and heat.

Lithium Ion (rechargeable) Cells and Batteries

Battery size limit: Maximum Watt Hour Rating of a shippable Lithium Ion cell or battery is 60 Wh for a cell or 300 Wh for a battery.

A **count of the batteries** is required for the shipping papers.

Packaging requirements:

- **All battery terminals must be covered with CLEAR tape;**
- Batteries must be packaged to prevent movement within the package;
- Package must not exceed 66 pounds gross weight.
- Package must be non-metallic and capable of withstanding a 4 foot drop, in any orientation, without:
- Damage to the cells or batteries contained in the package,
- Shifting of the contents that would allow battery-to-battery (or cell-to-cell) contact, and
- Release of the contents of the package.

Both the outer package and a required separate shipping document must include the following language:

- "LITHIUM ION BATTERIES—FORBIDDEN FOR TRANSPORT ABOARD AIRCRAFT AND VESSEL."
- (label lettering at least ¼" with contrasting background)
- Handle with care - flammable hazard exists if the package is damaged;
- If package is damaged, DO NOT SHIP;
- For assistance, call WM Tracker at 800-664-1434, 7am-6pm Central, weekdays.

Lithium Metal (non-rechargeable) Cells and Batteries

Battery size limit: Maximum Lithium content of a shippable Lithium Metal cell or battery is 5 g per cell and 25 g per battery.

A **count of the batteries** is required for the shipping papers.

Packaging requirements:

All battery terminals must be covered with CLEAR tape;

Batteries must be packaged to prevent movement within the package;

Package must not exceed 66 pounds gross weight;

Package must be non-metallic and capable of withstanding a 4 foot drop, in any orientation, without:

Damage to the cells or batteries contained in the package,

Shifting of the contents that would allow battery-to-battery (or cell-to-cell) contact, and

Release of the contents of the package.

Both the outer package and a required separate shipping document must include the following language:

- "LITHIUM METAL BATTERIES—FORBIDDEN FOR TRANSPORT ABOARD AIRCRAFT AND VESSEL."
 - (label lettering at least ¼" with contrasting background)
- Handle with care - flammable hazard exists if the package is damaged;
- If package is damaged, DO NOT SHIP;
- For assistance, call WM Tracker at 800-664-1434, 7am-6pm Central, weekdays.

Wet Cell Batteries

A **count of the batteries** is required for the shipping papers.

Large, spill-able, acid/alkali wet cell batteries must be shipped in accordance with 49 CFR Parts 101 and 172 Subpart C.

They must be packaged in USDOT PG II or PG III containers or palletized.

Each package must be described as HAZMAT on shipping papers and labeled as follows:

- BATTERIES, WET, FILLED WITH ACID, ELECTRICAL STORAGE, 8, UN2794, PG III Label: DOT CLASS 8
- BATTERIES, WET, FILLED WITH ALKALI, ELECTRIC STORAGE, 8, UN2795, PG III Label: DOT CLASS 8

Shipping papers must include a 24-hour manned emergency phone number. A product MSDS or Emergency Response Guide #154 for acid/alkali batteries must be attached to the shipping papers.

Shipping Instructions

Request a Pickup

Go to wmlamptracker.com and click on **Bulk Pickup Recycling Service**

For a successful pickup, it is critically important that we have a readily available on-site contact that is familiar with the situation.

Include any special instructions on the order. Advise us if any of the following situations apply:

- Is the location a limited or difficult access site such as
 - a residence, school, church, residence, hotel with limited access for a 53 foot trailer
 - A storage unit, construction site or other potentially unstaffed site
 - A military base or other guarded site
- Is there a loading dock?
- Is there room for a 53 foot trailer?
- Is there a forklift or pallet jack available?
- Is assistance needed with sorting, segregating, packaging or palletizing materials?
- Is assistance needed moving the materials to the loading area or truck?
- Is a pickup needed before 1pm or at a specific time?

We will contact you to review and schedule the pickup and to discuss special requirements if any of the following apply:

- Pickup is in the **States of Alaska, Arkansas, Hawaii, Maine or New York, or in Puerto Rico or Canada**
- Pickup items include **PCB ballast, intentionally crushed lamps, or lithium or lead acid batteries.**

Please ensure that:

- The paperwork we provide is at the dock before pickup;
- We have the phone number and name of an employee who will be on duty and aware of the pending pickup;
- The material is properly packaged following the packaging instructions; and
- Labor will be available to load your material on to the truck.

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