



### Call2Recycle Program Participant:

Welcome to Call2Recycle, Inc., the organization that promotes environmental sustainability by providing a no-cost battery and cellphone collection and recycling program across North America. Call2Recycle applauds you for taking a proactive role in preserving the environment.

The Call2Recycle® program is easy to implement - just follow these simple steps:

1. **READ** the enclosed information and safety guidelines that are printed on your collection box.
2. **TRAIN** the appropriate staff or personnel who will be handling the collection box or program. Call2Recycle operates in accordance with the United States Department of Transportation's (U.S. DOT's) compliance procedures for packaging batteries for recycling.
  - Batteries that Require Bagging: Rechargeable [Lithium Ion (Li-Ion), Small Sealed Lead Acid (SSLA/Pb), Nickel Metal Hydride (Ni-MH) over 9 volt, Nickel Cadmium (Ni-Cd) over 9 volt and Nickel Zinc (Ni-Zn)]**Only one battery (or cellphone with battery) per bag.** If bags are unavailable, you can tape the exposed battery terminals with non-conductive electrical tape before placing them in the collection box. For additional training resources, please visit [call2recycle.org](http://call2recycle.org).
3. **DISPLAY** the Call2Recycle collection box in a monitored, but viewable, location.
4. **BEGIN COLLECTING** batteries each weighing 11 lbs. or less, and cellphones (with or without their batteries), and place them in the box for recycling. **The Call2Recycle program does not accept wet cell batteries, damaged or defective batteries.**
5. **REPLACEMENT BOXES** can be automatically sent to your location, allowing you to save time! Once your shipment has been received at the sorting facility, Call2Recycle's automated system will determine when more boxes should be sent to your location (allow up to three weeks for your replenishment boxes to arrive).

Before ordering additional boxes, please check your location for boxes that have not yet shipped, are not filled, or remain unused.

### Safety & Compliance

The Call2Recycle program operates in compliance with the U.S. DOT processes to ensure the safe collection, transport and recycling of batteries. Under this commitment, all participants must adhere to the ONE rechargeable battery, or ONE cellphone with battery, per bag rule. Each collection box must be packed as required by U.S. DOT Special Permit DOT-SP 14849, and to that end has already been marked with "Used Batteries for Recycling: May Contain Lithium (ion) and Nonspillable Batteries. FOR HIGHWAY OR VESSEL TRANSPORT ONLY - FORBIDDEN FOR TRANSPORTATION BY AIRCRAFT." In case of emergency, you may call Call2Recycle's 24 hour INFOTRAC® response line at 1-800-535-5053.

**Questions?** if you have any program questions, please contact Call2Recycle's Customer Service Department by calling toll free 877-723-1297 or emailing [customerservice@call2recycle.org](mailto:customerservice@call2recycle.org).

Thank you for your support and for making a commitment to the environment.

Carl Smith  
CEO & President  
Call2Recycle, Inc.

## BATTERY AND CELLPHONE COLLECTION AND RECYCLING PROGRAM: BOX GUIDELINES

Batteries weighing 11 lbs. or less each. **!** No wet-cell, damaged or defective batteries will be accepted. All cellphones and cellphone batteries are accepted regardless of size, make, model or age.

The following battery types **REQUIRE** terminal protection\*

- Lithium Ion (Li-Ion)
- Nickel Cadmium (Ni-Cd), over 9 volt
- Nickel Zinc (Ni-Zn)
- Small Sealed Lead Acid (SSLA/PB)
- Nickel Metal Hydride (Ni-MH), over 9 volt

### BUILD THE BOX

#### Step 1: Unpack



Remove the shrink-wrap and lift the front flap of the outer box to reveal inner box.

#### Step 2: Lift inner box



Select one of the boxes for display and store the other for future use.

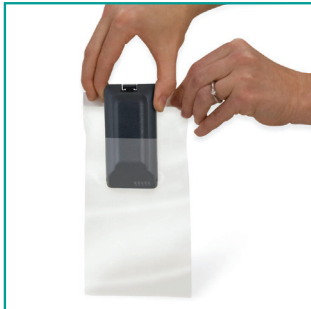
#### Step 3: Fold



Insert header tabs into top slots, side flaps into back slots and neatly position bags.

### COLLECT BATTERIES & CELLPHONES

#### Step 4: Bag it



Insert a single battery or cellphone into the appropriately sized bag.\*\*

#### Step 5: Seal it



Peel away backing from adhesive and fold flap over.

#### Step 6: Drop it



Deposit sealed bag into the box. Write the accumulation start date on the back of the box after you drop in the first battery or cellphone.

### RETURN THE FULL BOX

#### Step 7: Prepare to ship



Once your box is full (66 lbs. max), release the header tabs and side flaps, remove backing from inside adhesive strips and fold down while inserting side flaps.

#### Step 8: Secure & ship



Secure by cross-taping as shown. Add the box to your daily UPS pick-up. Please do NOT cover the prepaid, pre-addressed return label with your own. Add box to daily FedEx or UPS\*\*\* pick-up.

#### Contact us:

**Online:** [call2recycle.org](http://call2recycle.org)

**E-mail:** [customerservice@call2recycle.org](mailto:customerservice@call2recycle.org)

**Phone:** 877.723.1297

\* Per U.S. DOT regulations

\*\* Protect terminals with duct or non-conductive electrical tape if:

- No bags are available
- Battery packs (typically from power tools) are removed from casing

\*\*\* UPS may charge a fee for scheduling pick-ups. To avoid charges, we recommend that you hold containers until a regular UPS delivery is made to your location.