



Leading the charge for recycling.™

**Call2Recycle® Program Participant:**

Welcome to Call2Recycle, Inc., North America’s premier product stewardship organization. We promote environmental sustainability by providing a no-cost battery and cellphone collection and recycling program. Call2Recycle applauds you for your commitment to diverting batteries from the landfill and ensuring their safe transportation for recycling.

**To get started, follow these simple steps:**

1. **READ** closely the following information and the safety guidelines printed on your collection box.
2. **TRAIN** everyone associated with the handling, collection or shipment of the batteries. (Free training materials are available at [www.call2recycle.org/safety](http://www.call2recycle.org/safety).)
3. **DISPLAY** the Call2Recycle collection box in a cool, dry location where it can be closely monitored.
4. **BEGIN** collecting batteries weighing 11 lbs (5 kgs) or less, and cellphones (with or without their batteries) in the box. The Call2Recycle program does not accept wet cell batteries.

**Rechargeable batteries**

- Nickel Cadmium (Ni-Cd)
- Nickel Metal Hydride (Ni-MH)
- Lithium Ion (Li-Ion)
- Nickel Zinc (Ni-Zn)
- Small Sealed Lead Acid (SSLA/Pb)

**Single-use (such as alkaline)\***

- AA, AAA, 9V, C, D and button cells
- Lithium primary

*\* Check to see if primary batteries are accepted at your collection site.*

5. **BAG OR TAPE** all collected batteries\* to prevent terminals from touching, as recommended in the Call2Recycle guidelines.
  - Place only one battery (or cellphone with battery) per bag. You can substitute clear plastic bags, ziploc or produce bags. You can also use duct or non-conductive electrical tape to cover the positive (raised) terminal. Do not cover the brand name or battery chemistry.
  - If you have a defective or damaged battery, immediately place the battery in an absorbent, non-flammable material, such as kitty litter or sand. Contact Customer Service at 877.723.1297 for further instructions on special U.S. DOT shipping requirements.

*\* NOTE: Call2Recycle program requirements exceed minimum U.S. DOT legal requirements for the shipment used batteries. For the complete list of batteries with terminals that must be protected to comply with these requirements, please consult the Call2Recycle web site ([www.call2recycle.org/safety](http://www.call2recycle.org/safety)).*
6. **SHIP** the box when it is full up to 66 lbs (30 kgs) or within one year of the first date of collection, per EPA storage requirements. Please visually inspect the contents and remove foreign objects to avoid a safety incident. Automatic box replenishment is available for select collection sites. Contact Customer Service at 877.723.1297 for more information.

**Call2Recycle Safety & Compliance Advisory**

Call2Recycle has a strict safety policy to ensure all battery shipments arrive at a sorting facility without incident. Program participants that do not comply with these rules may face suspension or termination.

- Store the Call2Recycle collection box in a cool, dry place and where it is under supervision.
- Bag or tape every battery terminal to prevent terminals from touching, which could cause a fire.
- Only use Call2Recycle containers or those that meet U.S. DOT requirements and are pre-approved by Call2Recycle.
- Call Customer Service at 877.723.1297 if you have a damaged battery.

## BATTERY / CELLPHONE COLLECTION & RECYCLING PROGRAM: Nested Box Guidelines

Call2Recycle recommends shipping the box when it is full (up to 66 lbs.) or within one year of the accumulation start date, per EPA storage requirements.

### 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



Place *each* battery or cellphone in an appropriately sized bag. If no bags are available, cover the positive terminal with duct, electrical or another non-conductive tape, or use a clear bag.

#### Step 5: Seal it



Peel away backing from adhesive and seal by folding flap over.

#### Step 6: Drop it



Deposit sealed bag or bags into the box. Write the accumulation start date on the back of the box at the time of first use.

### RETURN THE FULL BOX

#### Step 7: Prepare to ship



When max capacity (66 lbs/ 30 kgs) is reached or one year of accumulation has passed, release the header tabs and side flaps, remove backing from inside adhesive strips and fold down while inserting side flaps.

#### Step 8: Secure & ship



The pre-paid, pre-addressed return shipping label displays your assigned carrier (FedEx or UPS) – Do NOT cover with your own. Write your return address and put the box out for that carrier's next pickup.

#### Contact us:

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

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

Phone: 877.723.1297

#### Charge Up Safety

[call2recycle.org/safety](http://call2recycle.org/safety)