

1. Visit the Call2Recycle website at <http://www.call2recycle.org/> and join the free rechargeable battery recycling program.
2. Call2Recycle will follow up with a return phone call to you. When you receive this call, please provide them with the University of Illinois's Parent ID #78151.
3. Call2Recycle will send the collection boxes with UPS shipping labels directly to your building.
4. Notify Environmental Compliance at bliggett@illinois.edu that you have initiated the program and where within your building the recycling receptacle is located.
5. When a box is full of individually bagged rechargeable batteries, check to ensure that only acceptable batteries are in the box.
6. Write down the box's UPS tracking number and then place the full box at a UPS pickup location. UPS will pick the box up free of charge at the time of their next scheduled delivery.
7. UPS will ship the full box of batteries to a metal reclamation center for processing.
8. Call2Recycle will automatically send you new empty boxes with UPS shipping labels.
9. Visit the UPS website at <http://www.ups.com/> to save the shipping documents and track the shipments in an Excel spreadsheet. Forward the spreadsheet to Environmental Compliance at bliggett@illinois.edu on a quarterly basis.