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Getting Started Guide – Battery Recycling Box

Battery, Cell Phone, Small Electronics

Thank you for purchasing the Battery Recycling Box. With your help, we are keeping used batteries out of landfills and reclaiming precious commodities for reuse in new products. These instructions ensure the safe storage and transportation of used batteries. Please read and follow all instructions carefully.

If you have any questions, please email info@ERIdirect.com or call 1-800-ERI-DIRECT (374-3473). We are always eager to help!

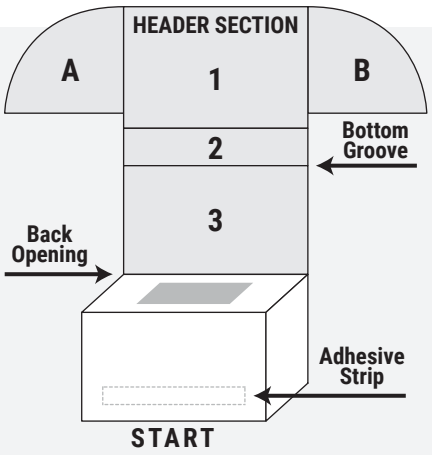
Accumulation Starting Date

Find the section on the top of the container lid marked "Accumulation Starting Date" and with a permanent marker fill in the date when the first battery is placed in the container. EPA regulations require that the Battery Recycling Box is shipped within **1 year** of the Accumulation Starting Date.

Setting up the Battery Recycling Box

To setup the box as an attractive collection display:

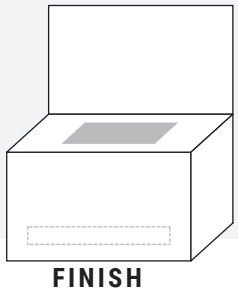
1. Fold flaps A and B inward toward center of section 1.
2. Fold header section at the bottom groove of section 2.
3. Tuck top edge of section 1 into back opening to form header display.
4. Remove bag holder from inside box.
5. Insert bag holder into either side of box and insert bags for storage.



Closing and Sealing the Battery Recycling Box

When the box is filled and ready to ship, the following steps should be taken to seal the box before shipment back to our recycling facility:

1. Remove top edge of section 1 from back opening and unfold flaps A and B. *(Box should now resemble the Start diagram)*
2. Remove the adhesive strip cover on the face of the box.
3. Slide flaps A and B into the left and right slots located on the face of the box.
4. Press box top against the adhesive strip to ensure the seal is secure.



Maximum Box Weight

The Battery Recycling Box has been tested and certified to the United Nations Packing Group II standard to ship up to 43 lbs. of materials. Boxes should never weigh more than 43 lbs. when full, otherwise this certification will be invalid. ERI reserves the right to charge a penalty fee for those boxes weighing more than this weight.

Returning the Battery Recycling Box

On the lid of your Battery Recycling Box you will find a prepaid return shipping label (red label). You can give the box to any FedEx Ground delivery driver or call **1-800-Go-FedEx** or **1-800-463-3339** to schedule a pickup. When prompted, say "PRP pickup" and provide your box's tracking number (example circled on the right) or schedule a pickup online at fedex.com/grd/rpp.

(Example Tracking Number)

Size Limitations

When transported in the Battery Recycling Box, batteries below are limited to following sizes and smaller:

- **Lithium-metal** (non-rechargeable): **25 grams of lithium content per battery**
- **Lithium-ion** (rechargeable): **a rated capacity of 300 Watt-hours per battery**
- **Lead-Acid** (non-spillable): **a gross weight of 11 lbs. per battery**

Note: Most consumer-style lithium-metal and li-ion batteries fall within the size limitations above (e.g.: laptop, power tool, etc.). Larger battery size requirements can be verified by visiting ERIdirect.com/battery-recycling-box.

Battery Insulation

The following batteries require insulation and must be individually insulated to prevent short circuiting:

- **Lithium-metal** (non-rechargeable)
- **Lead-Acid** (non-spillable)
- **Lithium-ion** (non-rechargeable)
- **Any battery over 9 volts**

The means of protection used to prevent short circuits must remain in place while the Battery Recycling Box is in transit. Suitable methods of protecting all of the batteries against short circuit and the dangerous evolution of heat include, but are not limited to:

- **Covering the exposed terminals with tape** (clear tape only) **or**
- **Placing the batteries in individual plastic bags** (clear, sealable bags only)

Examples of batteries that DO NOT require insulation:
AA, AAA, C, D Alkaline, NiCad, NiMH when rated 9 volts or under. The voltage should be noted on the battery wrapper or case.

Prohibited Batteries

The following batteries are prohibited from being shipped in the Battery Recycling Box:

- **Batteries containing free-flowing electrolyte** (e.g.: automotive/motorcycle batteries)
- **Low production run and prototype batteries**
- **Damaged, defective, or recalled batteries**

Visible Markings

The person offering this package to a motor carrier must notify the operator of the motor vehicle of the presence of batteries by ensuring all markings on the top of the Battery Recycling Box are visible.

USED BATTERIES FOR RECYCLING
OR DISPOSAL. MAY CONTAIN LITHIUM
(ION AND/OR METAL) AND
NON-SPILLABLE BATTERIES.
FOR HIGHWAY OR RAIL FREIGHT ONLY.
FORBIDDEN FOR TRANSPORTATION BY
VESSEL OR AIRCRAFT.

Miscellaneous Requirements

- Devices containing batteries must be protected against short circuits and unintentional activation. This can be achieved by taping the switch in the “off” position.
- Packages must be stored away from heat.
- Packages must be securely closed prior to being offered for transportation.
- This package is only authorized to ship batteries and battery-containing devices for recycling.

For more information on the above requirements email info@ERIdirect.com or call 1-800-ERI-DIRECT (374-3473) or visit ERIdirect.com/battery-recycling-box.

The Department of Transportation has authorized the shipment of batteries using the Battery Recycling Box pursuant to DOT Special Permit 16474. The safety requirement of SP-16474 are summarized above. The complete special permit can be found at ERIdirect.com/battery-recycling-box.

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Lithium Battery Size Requirements

The Department of Transportation has authorized the shipment of batteries using the Battery Recycling Box pursuant to DOT Special Permit 16474. The safety requirement of SP-16474 are summarized above. The complete special permit can be found at ERIdirect.com/battery-recycling-box.

Special Permit 16474 limits Lithium-metal and Lithium-ion batteries transported to the following sizes:

- **Lithium-metal (non-rechargeable):** 25 grams of lithium content per battery
- **Lithium-ion (rechargeable):** a rated capacity of 300 Watt-hours per battery

Most consumer-style Lithium-metal and Lithium-ion batteries (see below) fall within these size limitations.

Lithium-metal AA & AAA Cells
(Acceptable)

Lithium-metal Button Cells
(Acceptable)

Lithium-ion Power Tool
(Acceptable)

Lithium-ion Laptop
(Acceptable)

Lithium-ion Cell Phone
(Acceptable)

For batteries larger than the common consumer types shown above, customer should verify whether batteries can be shipped pursuant to Special Permit 16474.

SEE NEXT PAGE FOR INSTRUCTIONS TO DETERMINE BATTERY SIZE OR CONTACT ERI FOR ASSISTANCE AT 1-800-ERI-DIRECT (374-3473)

Determine Lithium-metal Battery Size (Calculate Lithium Content)

Ah per battery × 0.3 grams

Note: Many batteries are not rated in Ampere hours (Ah), but instead in milliamperes hours (mAh). To determine the Ah, divide the mAh by 1,000.

Example Calculation

The battery you wish to ship is rated at 2,500 mAh:

Divide 2,500 mAh by 1,000 to get the rating in Ah:

2,500 mAh ÷ 1,000 = 2.5 Ah

Multiply the Ah by 0.3 g to determine the amount of Lithium:

2.5 Ah × 0.3 grams = 0.75 grams of Lithium in each cell

Multiply the amount of Lithium in each cell by the number of cells in each battery:

0.75 grams/cell × 6 cells = 4.5 grams of Lithium in the battery

Example Conclusion: 4.5 g is below the 25 g limit and can be shipped in the Battery Recycling Box.

Determine Lithium-ion Battery Size (Calculate Rated Capacity)

Volts × Ampere hours (Ah) = watt hours

Note: Many batteries are not rated in Ampere hours (Ah), but instead in milliamperes hours (mAh). To determine the Ah, divide the mAh by 1,000.

Example Calculation

The battery pack you wish to ship is rated at 18 volts and 4,000 mAh:

Divide 4,000 mAh by 1,000 to get the rating in Ah:

4,000 mAh ÷ 1,000 = 4.0 Ah

To determine the watt hours in this battery, multiply 18 volts by 4.0 Ah:

18 V × 4.0 Ah = 72 Wh

Example Conclusion: 72 Wh is below the 300 Wh limit and may be shipped in the Battery Recycling Box.