

# Off Your Floor & Out the Door: Guidelines for Fast, Safe Disposal and Recycling.

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## Batteries

All batteries are subject to DOT Hazardous Materials regulations because:

- they contain chemicals or other hazardous materials
- they contain electrical potential, can short circuit and may result in a fire

All batteries must be packaged for transportation in a manner that prevents short circuiting and damage to the battery or its terminals:

- be marked with the words “Universal Waste - Batteries” and dated
- package each individual battery in fully enclosed packaging made of a non-conductive material (i.e. zip lock bag)
- insulate exposed terminal ends (place electrical tape over positive and negative terminals) and securely package
- separate batteries from each other and other conductive material (i.e. pail or sealed cardboard box or layer of cardboard for batteries stacked on a pallet)
- do not stack batteries more than two levels high on a pallet with shrink wrap

## Mercury Containing Equipment (MCE)

Packaging mercury for storage and transportation:

- light packing material should be placed around the article to protect it from breaking or sudden shocks
- MCE must be placed in a DOT-approved container for shipment
- be marked with the words “Universal Waste - Mercury Containing Equipment” and dated

## Bulbs

Lamps contain hazardous materials, i.e. mercury and lead. They must be carefully packaged to prevent breakage that releases those materials into the environment.

All cardboard containers must:

- be in good condition - no holes or creases
- be closed using packing tape - tape may not be used to repair holes or replace missing cardboard
- be marked with the words “Universal Waste - Lamps” and dated
- have boxes affixed to a pallet for shipment

## eWaste

Some electronics (such as computer monitors, keyboards, TV tubes, CPU's, and smaller items including cell phones and other “hand-helds”) contain hazardous materials and should be handled appropriately.

These types of items must be shipped in a secure manner:

- shipped within the perimeter of a pallet and shrink wrapped
- packed in strong outer packaging, such as a cubic yard box



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