



## Information and Guidelines for Participants in the Thermostat Recycling Program

### ***Check your mercury thermostat recycling collection/shipping container.***

#### **Inside you should find the following items:**

- One plastic bag liner for lining the collection box.
- One wire bag twisty to seal the bag liner for shipment.
- Two tie wraps to hold the cover closed during shipment.
- One authorized return service (ARS) shipping label.
- Two zip lock plastic bags to contain any spills (see note below).

#### **To use the recycling container follow these steps:**

1. Unfold the plastic bag liner and use it to line the recycling/shipping container.
2. Keep the twist tie to seal the plastic bag liner, the tie wraps to secure the recycling/shipping container for shipment, and the ARS shipping label in a safe place until they are needed for the return shipment.
3. Place the collection container in a location easily accessible to your employees.
4. When the recycling/shipping container is full, check to make sure no inappropriate materials are included in the bin and then fold the plastic bag liner closed and use the wire twist tie to seal the bag.
5. Flip the container lid closed, taking care to overlap the “jaws” properly. Secure by placing tie wraps through the holes on each end of the container.
6. Fill in your company name and address on the top of the ARS shipping label.
7. Place the ARS shipping label on the top of the collection container. Include the collection container with your next outgoing shipment or call the carrier for pickup.

#### **NOTE:**

- **Do not accept loose mercury bulbs, liquid mercury, or thermostats that are leaking mercury.**
- If a mercury bulb breaks while in the collection box, avoid breathing the mercury dust, and contact with eyes, skin, and clothing. To contain the spill, droplets of mercury can be pushed together using a piece of paper and then collected using one or more pieces of paper. Small drops can be picked up on cellophane tape. Place these items and the thermostat in a doubled zip lock bag and call TRC at (800) 238-8192 for shipping instructions. Wash hands completely and discard of any contaminated clothing. Within 1 week you will receive a Paint Can Shipper to store the device(s) until the next time you return the recycling bin. Place the entire Can and its contents in the recycling bin. The Paint Can Shipper and new zip lock bags will be sent to you inside your replacement bin.
- As soon as a container is full, send it in. Return a container at a minimum of once per year.
- **WARNING. Recycle only wall-mounted thermostats with glass tube mercury switches in them. This means no batteries, no fluorescent lights, or other items containing mercury. Contact your local waste management authority for information on how to dispose of these items.**
- Limitations on the brands of thermostats accepted exist in some states. (Again, list out states)
- Do *not* place warranty items in the recycling container. You will *not* receive warranty credit for any devices received in the containers.