

GETTING STARTED GUIDE

Thank you for purchasing The Big Green Box battery and electronics recycling container. With your help, we are keeping used batteries out of landfills and reclaiming precious commodities for reuse in new products.

We have provided these instructions for your benefit; and to ensure the safe storage and transportation of used batteries inside The Big Green Box. Please read and follow all instructions carefully.

If you have any questions, please email info@biggreenbox.com or call 1-877-461-2345. We are always eager to help!

Accumulation Starting Date

Find the section on the top of The Big Green Box container lid marked "Accumulation Starting Date" and fill in with a permanent marker the date when the first battery is placed in the container.

EPA regulations require that The Big Green Box is shipped within 1 year of the Accumulation Starting Date.

Setting Up The Big Green Box

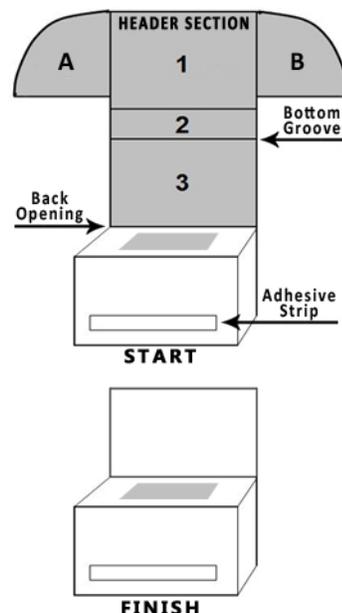
Take the following steps to setup the box as an attractive collection display.

1. Fold flaps A and B inward towards 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 Big Green Box

When the box is filled and ready to be shipped, 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 to the right)
2. Locate adhesive strip on the face of the box and remove protective strip.
3. Slide flaps A and B into the left and right slots located on the face of the box.
4. Press box top securely against adhesive to ensure the box remains sealed.



Maximum Box Weight

The Big Green Box is a UN PGII certified container that has been tested to ship up to 43lbs of materials. Boxes should never weigh more than 43 lbs. when full, otherwise this certification will be invalidated. The Big Green Box reserves the right to charge a penalty fee for those shipping boxes weighing more than this max weight.

Returning The Big Green Box

The Big Green Box includes a prepaid FedEx shipping label back to our nearest recycling facility. You can either schedule FedEx to pick up your box, or for those who receive frequent FedEx deliveries, simply give the box to your FedEx delivery driver. You may also drop off the box at your local FedEx Office location.

To schedule a pickup call 1-800-Go-FedEx or go to www.fedex.com/grd/rpp/ and provide your boxes tracking number (circled as shown in the example to the right).



(Example Tracking Number)

BATTERY PACKAGING REQUIREMENTS

The Department of Transportation has authorized the shipment of batteries using The Big Green Box pursuant to DOT Special Permit 16474. The safety requirements of SP-16474 are summarized below. The complete Special Permit can be found at <http://www.biggreenbox.com/SP-16474>

Size Limitations

When transported in The Big Green Box, batteries listed below are limited to the following sizes and smaller:

- **Lithium Metal (Non-rechargeable)** – 25 grams of lithium content per battery
- **Lithium Ion (Rechargeable)** – A rated capacity of 300 Wh (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 limitation above (e.g. laptop, power tool, etc.). For larger batteries, you may verify size requirements by visiting: <http://www.biggreenbox.com/SP-SizeLimits>

Battery Insulation

Batteries that Require Insulation (listed to the right) must be protected against short circuits. Further, the means of protection used to prevent short circuits must remain in place while The Big Green Box is in transit.

Suitable methods of protecting all of the batteries against short circuits and the dangerous evolution of heat include, but are not limited to, placing the batteries in individual plastic bags (provided with your box) OR covering the exposed terminals with tape (**clear tape only**).

NOTE: For sake of clarity, insulation is not required for Alkaline, NiCad, NiMH or any other dry cell battery not listed as **Batteries That Require Insulation** (to the right) when rated at 9 volts and under. The voltage should be noted on the battery wrapper or case.

No Insulation Required

AA, AAA, C, & D alkaline batteries
will always be under 9 volts

Batteries That Require Insulation

Lithium Metal (non-rechargeable)
Lithium Ion (rechargeable)
Lead Acid (Non-Spillable)
Any Other Battery Over 9 Volts

Prohibited Batteries

The following batteries are prohibited from being shipped in The Big Green Box:

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

Markings Visible

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 top of The Big Green Box are visible.



Miscellaneous Requirements

- Devices containing batteries must be protected against short circuits and unintentional activation.
- Packages must be stored away from heat.
- The gross weight of the package must not exceed 43 lbs. (19.5 kg).
- 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@biggreenbox.com, call 877-461-2345 or visit <http://www.biggreenbox.com/packaging>

LITHIUM BATTERY SIZE REQUIREMENTS

The Department of Transportation has authorized the shipment of Lithium Metal (Non-Rechargeable) and Lithium Ion (Rechargeable) batteries using The Big Green Box pursuant to DOT Special Permit 16474. The complete Special Permit can be found at <http://www.biggreenbox.com/SP-16474>

Special Permit 16474 limits Lithium Metal and Lithium Ion batteries transported to the following sizes:

- **Lithium Metal (Non-rechargeable)** – 25 grams of lithium content or less per battery
- **Lithium Ion (Rechargeable)** – A rated capacity of 300 Wh (Watt-hours) or less per battery

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



Lithium Metal AA & AAA Cells
(Acceptable)



Lithium Metal Button Cells
(Acceptable)



Li-Ion Power Tool
(Acceptable)



Li-Ion Laptop
(Acceptable)



Li-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 THE BIG GREEN BOX FOR ASSISTANCE AT 877-461-2345**

DETERMINE LITHIUM METAL BATTERY SIZE

The calculation used to determine lithium content is:

Ah per battery x 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:
 $2,500 \text{ mAh} \div 1,000 = 2.5 \text{ Ah}$
- Multiply the Ah by 0.3 gm to determine the amount of Lithium:
 $2.5 \text{ Ah} \times 0.3 \text{ gm} = 0.75 \text{ grams of lithium in each cell}$
- Multiply the amount of lithium in each cell by the number of cells in each battery:
 $0.75 \text{ grams/cell} \times 6 \text{ cells} = 4.5 \text{ grams of lithium in the battery}$

Example Conclusion: 4.5 g is below the 25 g limit and can be shipped in The Big Green Box

DETERMINE LITHIUM ION BATTERY SIZE

The calculation used to determine rated capacity is:

Volts x ampere hour (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:
 $4,000 \text{ mAh} \div 1000 = 4.0 \text{ Ah}$
- To determine the watt hours in this battery, multiply 18 volts by 4.0 Ah:
 $18 \text{ V} \times 4.0 \text{ Ah} = 72 \text{ Wh}$

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