

## Getting Started

LampMaster Mail-Back Recycling Kits include UN-specified packaging with all necessary labels for collection, processing, and round-trip shipping of many universal wastes and hazardous materials.

Orders can be placed by phone, email, or online, and a certificate of recycling is provided upon receipt of the material.

## Certificates of Recycling

Upon receipt of each recycling kit, a link to download a certificate of recycling will be emailed to the account holder.

Certificates are always available online at:

<https://LampMaster.com>

**My Account > View  
Certificates**

\*Additional Labels required for E-Waste kits containing lithium-ion batteries.

**UN3480** - for standalone LI ion batteries  
**UN3481** - for Li-ion contained in or packed with equipment  
**LITHIUM BATTERIES - FORBIDDEN ABOARD  
PASSENGER AIRCRAFT**

## Collecting Lamps/E-Waste In Provided Box

- Shape the box and locate the end marked "bottom". Close the flaps in order first to last.
- Use 2" packing tape to seal all edges and corners of the box completely.
- Insert poly liner into LampMaster box. If cardboard liner is included (4ft boxes), insert it into the poly liner for easier lamp collection.
- Fill out the GENERATOR and ACCUMULATION START DATE information on the date that you start collecting waste materials.
- Fill the box with intact lamps or e-waste. Be sure not to rip or tear the poly liner. If box is not filled completely, packing material can be used to fill any empty space and secure lamps.
- After box is full, fold and seal the poly bag. Close flaps in order and use 2" tape to SEAL ALL EDGES & CORNERS.
- Confirm UPS return label is attached to the box. It may be under the "Instructions Enclosed" packing slip.
- Attach included \*UN and \*LITHIUM BATTERIES labels if E-Waste return kit includes lithium-ion batteries.

## Collecting Lamps/Ballasts/Mercury Device In Provided Pail

- Fill out the GENERATOR and ACCUMULATION START DATE information on the date that you start filling the pail.
- Fill the pail with intact lamps or mercury device/s. Packing material can be used if there is unfilled space.
- If shipping mercury devices, each package is allowed a maximum net 1lb of elemental mercury. Consult item SDS for net weight of mercury.
- After the pail is full, securely attach the lid to the pail.
- Return the pail to the original shipping box or additional box provided\*\*. Seal all edges and corners with packing tape.
- Attach provided return shipping label and "This Side Up" label to outside of box.

*\*\*If multiple kits were ordered and extra boxes were not provided, attach return label and any other required labels directly to the pail and ship it without a box.*

## Return Instructions

- Send out with your regular UPS shipments, drop-off at a UPS store, or request a pickup. As a courtesy, the pickup can be billed to LampMaster. Pickup is not guaranteed and not available at all locations.
- Schedule a pickup online at [LampMaster.com](https://LampMaster.com) or by calling 1-800-PICK-UPS. Account details and further instructions can be found at [LampMaster.com](https://LampMaster.com) (click 'Request UPS Pickup')

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