

Tuolumne County
Universal Waste
Collection Pilot

***PROGRAM
INSTRUCTIONS***

Program Operations Instructions for the handling of:

Fluorescent Bulbs (linear)

Compact Fluorescent Lamps (CFLs)

Single Use Batteries

Rechargeable Batteries

Del Norte Solid Waste Management Authority
Household Hazardous Waste Discretionary Grant

CIWMB HD16

March 30, 2009

This document delineates the expectations and agreement between the participating retailer and the program sponsors and provides instructions for the safe operation of the pilot program.

1. Program Overview – This is a five month pilot program (April through August 2009) for the convenient drop off of the following materials:
 - a. Single use household batteries – AAA, AA, C, D, 3v, 6v, 9v, and various button and coin cells comprised of Alkaline, Manganese, Carbon Zinc, Lithium, Silver Oxide, Zinc Air, and Mercury chemistries;
 - b. Rechargeable batteries - AAA, AA, C, D, 9v, and various other proprietary configurations comprised of Nickel Cadmium (NiCd), Nickel Metal Hydride (NiHM), Lithium Ion (Li-ion), Sealed Lead Acid (less than 1.5 lbs.) (Pb) chemistries acceptable to the RBRC program;
 - c. Linear fluorescent bulbs – Straight fluorescent tubes up to eight (8) feet in length, and U shaped tubes;
 - d. Compact and Circular fluorescent lamps (CFL) – Spiral, straight, or circular type compact fluorescent bulbs with ceramic or plastic bases.
2. Unacceptable Materials - The following materials are NOT acceptable to the vendors selected for this program: Larger types of lead acid batteries, lamps other than linear fluorescent tubes (except U shaped and circular fluorescents) and CFLs. Materials from businesses are not accepted. The designated store official shall determine 1) whether or not unacceptable materials shall be accepted at the sole risk and expense of the store or 2) customers should be referred to the County's Recyclable Household Hazardous Waste collection program or periodic Household Hazardous Waste collection events if necessary.
3. Purpose of the Program - This project is intended to promote extended producer responsibility (EPR) and test the viability of EPR type programs in the retail sector. EPR is a concept where the entities that profit from the sale of certain products share in the cost of the product's management at the end of its useful life (EOL).
4. Employee Responsibilities – Employees will perform the following tasks as designated by store management:
 - a. Direct customers to collection containers;
 - b. Accept fluorescent light tubes from customers and properly store;
 - c. Monitor collection containers to ensure proper disposal e.g. CFL's in bags and batteries properly insulated, check for unacceptable items, and /or broken or leaking items;
 - d. Assist customers that bring in unacceptable materials with proper disposition;
 - e. Alert store manager if unacceptable materials or broken or leaking items are found, and when collection container is full;
 - f. Hand out flyers to customers purchasing batteries or fluorescent lamps.

5. Store Management Responsibilities – Store Management will conduct the following tasks:
 - a. Instruct employees on proper program operations and safe handling of acceptable materials;
 - b. Determine disposition of unacceptable materials and assist customers with proper disposal of rejected materials;
 - c. Coordinate all program elements with contractor and/or county staff (see page 5);
 - d. Pay invoices for collection materials in a timely manner;
 - e. Request from contractor additional packaging and promotional materials as needed;
 - f. Provide timely program data to contractor regarding the amount of material collected, increases in foot traffic or business related to the program, the number and types of each full container shipped, and collection materials ordered;
 - g. Continue program past pilot in cooperation with County staff as determined by store management.
6. Program Materials – The following collection materials comprise the initial shipment to each store for the program. Each store will be billed directly by the vendor for all materials shipped and full containers recycled. Additional program materials should be ordered through the contractor.
 - a. Linear Fluorescent Bulb (boxes and plastic sleeves) – Each store will receive 4 foot and 8 foot boxes and plastic sleeves for linear fluorescent bulbs and U-tubes.
 - b. CFL Kiosk and tubs – Each store will receive one cardboard kiosk containing two tubs and bags for CFLs.
 - c. Single Use Battery Kiosk and tubs – Each store will receive one cardboard kiosk containing two tubs for single use batteries.
 - d. Rechargeable Battery Boxes (RBRC) – Each store will receive two 20 pound boxes from RBRC.
7. Materials Handling – This section describes how to safely and properly handle and package the acceptable materials.
 - a. Linear & U-Tube Fluorescent Bulbs - Upon receipt from customers, the bulb must be IMMEDIATELY placed in the plastic sleeve and then placed in the appropriate box. Place U-tubes and linear bulbs shorter than 4 feet in length in the 4 foot box. Place only bulbs six feet in length or greater in the 8 foot box. Plastic sleeves are NOT provided for U-tubes so they must be carefully wrapped in a paper bag or newspaper and placed in the 4 foot box.
 - b. Compact Fluorescent and Circular Light Bulbs (CFLs) – Place CFL in plastic bags provided, seal the plastic bag and place in CFL tub. Plastic bags are not provided for Circular bulbs so they must be carefully wrapped in a paper bag or newspaper and placed in the CFL tub

- c. Single Use Batteries – Failure to follow these procedures may result in unsafe conditions including fire or explosion and is a violation of federal law. For your safety and the safety of others, please package all batteries in accordance with the following guidelines:
 - i. Do not mix categories of batteries i.e. rechargeable with single use batteries in a bag or in a container/kiosk/tub;
 - ii. Prevent batteries from short circuiting by doing one of the following:
 - 1. Tape positive terminal
 - 2. Place EACH BATTERY in a plastic bag
 - 3. Insert batteries in original packaging
 - iii. DO NOT PUT LEAKING BATTERIES IN WITH THE REST OF THE BATTERIES. Carefully place in a plastic bag and store with the rest of the store's hazardous waste for proper disposal;
 - iv. Label the collection container with the beginning accumulation date and ship within one year;
 - v. Keep batteries dry and in a cool place (less than 130 degrees Fahrenheit)
 - vi. Do not add any packing material to the shipping container (NO Vermiculite)
 - d. Lithium – Primary (non-rechargeable) Lithium batteries can be especially dangerous if improperly handled or stored. The following procedure MUST be followed for all primary Lithium batteries:
 - i. Tape both terminals on each individual battery OR
 - ii. Tape batteries in row in duct tape
 - e. Rechargeable Batteries – Place rechargeable battery in bag, seal, and place in box.
8. Leaking Batteries – All leaking batteries must be segregated and treated as hazardous waste – DO NOT PUT LEAKING BATTERIES IN WITH THE REST OF THE BATTERIES. Carefully place in a plastic bag and store with the rest of the store's hazardous waste for proper disposal;
9. Broken Bulbs – Follow the following steps for broken bulbs or CFL's.
- a. Open all doors and windows to ventilate the area for at least 15 minutes.
 - b. Turn off your AC/Fan/Heater so as not to circulate any mercury vapor.
 - c. Young children and pregnant women should leave the area during cleanup.
 - d. Wear appropriate personal protective equipment, such as a dust mask and gloves to keep bulb dust and glass from being inhaled or contacting your skin.

- e. Carefully remove the larger pieces and place them in a secure closed container.
- f. Next, begin collecting the smaller pieces and dust. It is recommended that you use two stiff pieces of paper such as index cards or one of the many commercial mercury spill kits available.
- g. Put all material into a sealed container. Pat the area with the sticky side of duct, packing or masking tape. Wipe the area with a damp cloth.
- h. Put all waste and materials used to clean up the bulb in a secure closed container and label it "Universal Waste - broken lamp".
- i. Place the container with the rest of the hazardous waste designated for proper disposal.
- j. If the bulb breaks on carpet remove the area of carpet that has been contaminated as a precaution. If this is not feasible, it is recommended that you ventilate the area for several hours as well as during the process of vacuuming because vacuuming can circulate the vapor. If you vacuum, make sure to dispose of the bag along with the broken CFL. You should also ventilate the room during the next few times you vacuum the area.

10. Shipping Full Boxes – As per instructions on collection/shipping containers.

11. Ordering Additional Materials –

- a. Contact the contractor (see contact information below) for the more of the following collection materials:
 - i. Kiosks
 - ii. CFL buckets
 - iii. Battery buckets
 - iv. Linear bulb boxes & sleeves
- b. Rechargeable Battery Recycling Corporation – www.rbrc.org
 - i. RBRC boxes – RBRC will automatically ship replacement boxes upon receipt of full boxes. Allow three (3) weeks transit from time the full boxes are shipped to when replacement boxes arrive. If additional boxes are required prior to the time the automatic shipment arrives contact RBRC at 1-877-723-1297 ext. 250, or email rbrc@rbrc.com.

12. Personal protective equipment

- a. Nitrile gloves – wear gloves when handling batteries, especially leaking batteries and broken bulbs
- b. Eye protection – wear when handling leaking batteries and packaging fluorescent tubes or when cleaning up broken bulbs

- c. Apron – wear when handling leaking batteries and packaging fluorescent tubes or when cleaning up broken bulbs

13. Mercury spill/bulb clean up kits

- a. Use per instructions as provided by store

14. Promotional Materials

- a. Posters – Two (2) Take-It-Back Partnership posters with battery and fluorescent bulb stickers will be provided for display in the store window and other appropriate location. Additional posters are available upon request to the Contractor.
- b. Flyers – Pads of 4 ¼” X 5 ½” flyers describing the program will be provided to each store for distribution by store employees with each battery or bulb sale.
- c. Cash Register Receipts – Each store may wish to program cash register receipts to print out program information with each purchase of batteries and bulbs.

- Contact Information

- Tuolumne County Solid Waste

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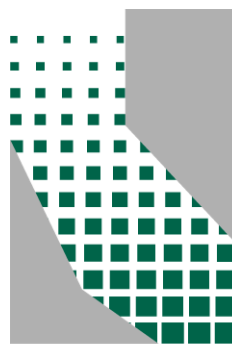
- Contractor – California Product Stewardship Council (916-480-9010) info@calpsc.org

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