

# e-erase your e-waste!

*What can I bring?*

## **Acceptable items:**

Audio / Visual Equip	Bar Coding Equip	Blackberry's
Cable TV Boxes	Calculators	Cameras
CD-ROM Drives	Cell Phones	Circuit Boards
Communication Systems	Computer Equipment	Connectors / Cords/Wire
Fax Machines	Game Boys	Hard/Floppy Drives
Laptops	Mainframes / Servers	Memory
Microfiche Readers	Microscopes	Modems
Monitors	Motherboards	Play Stations
Oscilloscopes	PDA's	Printers
Plotters / Copiers	Power Supplies	Scrap Copper
Scrap Computer Metal	Scrap Computer Plastic	Televisions
Tape Drives	Telescopes	UPS's
Test Equip	TIVO's / X-Boxes	

## **Unacceptable items:**

Please, no consumer white goods, mercury thermometers, or items containing refrigerants, oils, or acids. Also, no damaged toner cartridges.

# Tips for Businesses (and Others) Recycling Large Amounts



To speed the processing of your e-waste, we recommend you call and make an appointment to bring your items, preferably during the Thursday, August 26, Business Day event being held at the Richland County Shop (2140 W. Holly – by the fairgrounds in Sidney) from 10 am to 2 pm. You can make an appointment and get the proper forms by calling Jackie Couture at 406-433-9422.

If you have large amounts of e-waste to recycle (1 pallet or more), we recommend the following to speed up the processing of your items:

- If possible, fill out the paperwork and palletize your items ahead of time, according to the instructions below, or....
- If not, please send a couple of your employees with your items to help our volunteers palletize them at the site.

Thanks!

~ The E-rase your E-waste Committee and Volunteers

## **Packaging Requirements:**

Material must be properly packaged for pick up. The material must be placed on pallets, either in Gaylord boxes or shrink wrapped directly to the pallet. By packing the items tightly on the pallet or tightly within a Gaylord, breakage and shifting is diminished. If an item is larger than a pallet or Gaylord (such as cabinets, main frames, or any other large electronic item), the item must be placed in the trailer in such a way so that it can be loaded and unloaded easily.



**Monitors:** Monitors should be skidded 4 rows high with cardboard between rows. The monitors should be placed face down on the cardboard to protect the screens. Shrink wrap each layer several times. Pull the shrink wrap tightly to ensure the product does not come apart in shipment.



**Computer Processing Unit (CPUs):** CPUs should be skidded up “head” high (approximately 6 ft.), stacked and tightly shrink wrapped.



**Printers:** Printers should be skidded and shrink wrapped if they are able to be stacked in a safe manner. Otherwise, place printers neatly in a Gaylord boxes. Gaylord boxes must be placed on pallets.



**Small Items:** Mice, keyboards, wires, cables also can be placed in a Gaylord or smaller box. The Gaylord box must be placed on a pallet.