

PACKING AND SHIPPING GUIDE

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Corporate Mobile Recycling

Packing Guide

Mobile Phones and Tablets

- Devices must be packed securely inside a cardboard or plastic tote box with quote sheets attached.
- Include the packing list if available inside the box.
- Ensure devices cannot move around in the box. Use dividers if available. If not use bubble wrap or equivalent packaging to wrap the devices individually. See fig 1 and 2 below.
- Don't include accessories with used phones. We do require batteries and back covers. If the battery can be removed from the device it should be and packed separately and securely to the device.
- Ensure there is no reference to the nature of the contents on the outside of the boxes.
- Print and attach the courier Shipping Labels provided to the boxes.
- Print and attach the Dual Lithium Batteries Transport Document (page 5) and UN 3481 label (page 6) on to each box - **please carefully read page 4.**

Macs

- Please use original boxes where available or suitable sized packaging.
- Ensure the device is well protected against damage in transit using bubble wrap or equivalent packaging.
- iMac boxes can be supplied on request if required.

Correct Packing Examples



fig 1. Dividers separating devices where available. Plastic sleeves used to protect devices avoiding metal on metal.



fig 2. Where no dividers available the devices are individually packed in suitable protective packaging: original boxes, jiffy bag, bubble wrap.

Incorrect Packing Examples



No plastic dividers separating devices.



No protective packaging results in metal on metal.



Box overpacked. Devices not individually wrapped in protective packaging.



Box overpacked. Incorrect labelling.

Shipping Guide

When shipping mobile devices you must be aware of the IATA Lithium battery directive for transportation by air and road. **Please read this section carefully.**

Instructions for Labelling Boxes (fig 1):

- Every box must display the **Dual Lithium Batteries Transport Document** (page 5).
- Every box must display the **UN 3481 label** (page 6). Some boxes have this pre-printed, but if they don't you must affix one.
- Both labels **MUST** displayed in a clear plastic sleeve.

Instructions for Packing and Labelling Pallets (fig 2 and 3):

- Boxes must be packed stably on the pallets.
- Every box must display the **Dual Lithium Batteries Transport Document** (page 5).
- Every box must display the **UN 3481 label** (page 6).
- Both labels **MUST** displayed in a clear plastic sleeve.
- Both labels **MUST** be clearly visible outside of any blackwrap or clearwrap.



fig 1.



fig 2.

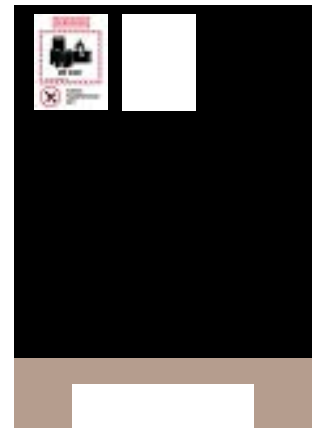


fig 3.

Consequences of incorrect packing

If devices are packed incorrectly the consignment may be delayed or held indefinitely.

Devices that are packed incorrectly could result in a fire causing an aircraft to crash or explode.

Shipping Form. Section 1.

Thank you for pledging your devices to us. We require you to fill in the forms below:

1a .Your Details

Contact Name _____
Telephone No. _____
Email Address _____

Collection Address _____

City _____
County _____
Post Code _____
Country _____

1b. Shipment Time

Date shipment ready _____
Days open _____
Pallet loader available (Yes/No) _____
Other instructions _____

1c. Shipment Type

If you are shipping individual boxes fill in the form in Section 2a.
If you are shipping pallets fill in the form for Section 2b.

Shipping Form. Section 2a. Boxes

Total Quantity of Devices _____

Quantity of Boxes _____

Boxes should not exceed 20kg

Box number	Box Weight (kgs)	Length (cm)	Width (cm)	Height (cm)
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____
16	_____	_____	_____	_____
17	_____	_____	_____	_____
18	_____	_____	_____	_____
19	_____	_____	_____	_____
20	_____	_____	_____	_____

Shipping Form. Section 2b. Pallets

Total Quantity of Devices _____


Quantity of Boxes _____

Boxes should not exceed 20kg

Pallet number	Pallet Weight (kgs)	Length (cm)	Width (cm)	Height (cm)
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____
16	_____	_____	_____	_____
17	_____	_____	_____	_____
18	_____	_____	_____	_____
19	_____	_____	_____	_____
20	_____	_____	_____	_____



Transport Document for Lithium Batteries in Section IB and II

AWB nr:	 :
Shipper:	Consignee:

I hereby declare that the shipment containing bellow mentioned Lithium Batteries is compliant with the ICAO / IATA DGR corresponding Packing Instruction and if applicable to ADR / IMDG Special Provision 188.

Transport mode:	Contents description:
Air	<input type="checkbox"/> UN3480 Lithium Ion Batteries in compliance with Section II of PI965
	<input type="checkbox"/> UN3480 Lithium Ion Batteries in compliance with Section IB of PI965
	<input type="checkbox"/> UN3481 Lithium Ion Batteries in compliance with Section II of PI966
	<input type="checkbox"/> UN3481 Lithium Ion Batteries in compliance with Section II of PI967
	<input type="checkbox"/> UN3090 Lithium Metal Batteries in compliance with Section II of PI968 *
	<input type="checkbox"/> UN3090 Lithium Metal Batteries in compliance with Section IB of PI968
	<input type="checkbox"/> UN3091 Lithium Metal Batteries in compliance with Section II of PI969
Road / IMDG	<input checked="" type="checkbox"/> Lithium Ion Batteries "Not restricted as per ADR / IMDG SP 188"
	<input type="checkbox"/> Lithium Metal Batteries "Not restricted as per ADR / IMDG SP 188"

* Lithium Metal Batteries in compliance with Section II of PI968 are FORBIDDEN in DHL TDI Express Network

This package must be handled with care. A flammability hazard exist if the package is damaged. If the package is damaged in transportation, it must not be loaded until the condition of the contents can be verified. The batteries contained in this package must be inspected for damage and may only be repacked if they are intact and protected against short circuits.

Warning:

Lithium batteries that have been recalled by the manufacturer for safety reasons are forbidden for air transport.

After filling the above required details, please fold this document along the line and place it in the clear plastic envelope in such way that all Lithium Batteries informations are clearly visible without been necessary to open the envelope for checking the content.

PLEASE READ CAREFULLY AS FAILURE TO FOLLOW ANY OF THE INSTRUCTIONS BELOW MAY RESULT IN THE COLLECTION BEING REFUSED OR DELAYED. **THE BELOW LABEL MUST:**

- Be printed in colour to a minimum size of 110mm(h) x 120mm(w)
- Be placed on each of the packages
- Include your contact number
- Include the 'SURFACE TRANSPORTATION ONLY' graphic
- Be displayed in a clear plastic sleeve



OVERPACK



UN 3481

For more information call: _____



**SURFACE
TRANSPORTATION
ONLY**