

To avoid breakage it is important to suitably package and store end-of-life electronics (EOLE). Breakage of EOLE can release hazardous constituents leading to potential contamination and health & safety issues. Properly packaged EOLE will:

- Reduce breakage of glass, cathode ray tubes (CRTs) and other components (i.e. mercury bulbs) that are contained in products such as flat panel displays, notebooks, and scanners;
- Maximize use of transport space and minimize potential of shifting during transport;
- Reduce/eliminate loss and/or theft during transport;
- Prevent injuries; and
- Simplify handling, thus make it more efficient for subsequent processing.

## **IMPORTANT NOTES**

- **Bills of Lading must be filled out for each shipment and must include EPRA Saskatchewan tracking number, origin and destination, description and piece count of products (# of pallets of displays, # of totes of electronics) , and weight of each pallet / tote (if available).**
- **Pallets should NOT be constructed any higher than six (6) feet (or 1.83 m).**
- **Do NOT shrink-wrap too loosely as this will allow the plastic wrap to stretch while in transit. Always stretch the plastic to the point of almost breaking. The more "stretch" is taken out of it, the more firmly it will hold.**
- **Verify the sturdiness of the packed pallet prior to transport.**

Visit [www.recycleMYelectronics.ca/sk](http://www.recycleMYelectronics.ca/sk) for the list of Products and Definitions for products accepted by EPRA Saskatchewan. EPRA Saskatchewan will provide packaging material. Contact EPRA Saskatchewan for details (check the EPRA Saskatchewan website for latest contact information).

## **Packaging instructions for televisions and computer monitors (non-flat panel)**

Televisions and computer monitors/displays should be packaged and stored responsibly in order to limit breakage and safeguard against associated workplace hazards.

Wherever possible, segregate the units into similar sized groupings to create consistent layers of units. Large televisions should be placed at the bottom of the pallet to avoid putting undue pressure on smaller units, which may result in breakage.

Before placing monitors on a pallet, ensure that any loose cords are removed and placed into a tote bag or bundled together and placed on top of the pallet.

Pallet packaging requires approximately half a roll of standard-issue shrink wrap. Be certain that the items about to be wrapped are as close to one another on the pallet as possible. If the units have room to shift around after the shrink wrap has been applied the entire pallet may become loose and result in breakage or safety concerns during shipping and offloading. It is ideal to brace items against one another.

The use of a sturdy, uncompromised (unbroken) pallet is essential to the integrity of the wrapped and completed pallet.

Set the pallet on even ground.

Let out approximately two (2) feet of plastic shrink wrap and thread it through and around one of the pallet corners. Make sure it is securely in place.

**Note: Put cardboard on the base to prevent slippage and to create an even foundation.**

Begin placing the units (either televisions or computer monitors) on the pallet.

Ensure that the bottom layer has the units on their sides and with the screens facing out.

Continue placing the units until the bottom layer is complete.

A pallet should be able to accommodate six computer monitors or six small televisions per layer.

Secure the bottom layer with shrink wrap prior to beginning the next layer. It is very important that the units are as close together as possible, essentially braced against one another.

Begin stacking the second layer of units once again on their sides, however this time the screens should be **facing inwards** (i.e. the screens facing each other).

It is important to now stack the units two at a time whenever possible.

Once the second layer is complete with the addition of six more units, secure it with shrink wrap.

Complete stacking the **third** layer of units with the screens facing out.

Secure accordingly with shrink wrap.

Complete stacking the **final** layer of units with the screens facing inwards.

Secure accordingly with shrink wrap.

Note: Only stack displays/TV's to a comfortable and safe height. No more than 6 feet / 1.83 meters. Safety First!

Continue wrapping the units with shrink wrap until they are completely secured on the pallet.

Ensure that the base is wrapped enough times so that the plastic will not slip off.

Pull the roll tightly just before going around each corner. Approximately ½ of a roll of shrink wrap will be used on each completed pallet.

Number each pallet (1 of x, 2 of x, etc.) and label each pallet with your company name using a marker or label.



**Packaging instructions for electronics, electronic parts, computers, computer peripherals and flat screens.**

Electronics and peripherals are best managed by placing them in tote bags.

**Packaging using EPRA Saskatchewan Totes for Electronics:**

Unfold the electronics tote. Place the tote squarely upon a pallet.

If applicable, remove the inner lining from the inside of tote and fold it over the lip of the tote to wrap it around its outside.

This will cover the EPRA Saskatchewan logo and serial number pouches.

Gently place electronics into the electronics tote, one at a time. DO NOT drop, toss, or throw electronics into the tote as this will increase the risk for breakage.

**Recommendations:**

- Place larger, heavier units on the bottom.
- Place items with glass panels (i.e. scanners) right side up to avoid breakage during packing and/or transport.
- Avoid placing heavier items on top of those with glass panels, as this will increase the risk of breakage.
- Do not overfill the box/bag – leave approximately one (1) foot (30 cm) of clearance at the top of the box/bag
- Place smaller, more compact units (such as mice and keyboards) in between larger units to create a more rigid package.

A tote is considered full when the electronics in the tote are level or slightly under height of the rigid sides of the tote.

**Make sure that electronics do not peak over the top ledge of the tote**

If applicable, roll the lining back over the tote.

- This will once again expose the EPRA Saskatchewan logo and serial number pouches.
- Use the ties on the lining to gather the lining on top of the tote and tie the tote closed.

Number each tote (1 of x , 2 of x , etc.) and label with you company name. If also shipping pallets of displays / TV's include those pallets in the piece count.

Once the tote is labeled, it is ready for shipment to processing.

**Loading into trailers:**

Electronics totes can be stacked two high; however, please ensure that both pallets are stable.

Do not place a pallet of display units on top of a tote of electronics or vice versa.

