

**Pick Up/Drop-Off/Delivery Request Form**

Company \_\_\_\_\_  
 PU/DO Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_

Site Contact \_\_\_\_\_  
 Telephone # \_\_\_\_\_  
 PO# (Required) \_\_\_\_\_

**Transportation Requirements (Must Be Completed)**

- Are **YOU** delivering to **CE** Facility? \_\_\_\_\_. If **NO**, Please complete the following below (A thru F)
- A. Available Loading Hours: \_\_\_\_\_ to \_\_\_\_\_.
  - B. Is there a loading dock? \_\_\_\_\_ Is this where the material is stored? \_\_\_\_\_ If not, Where? \_\_\_\_\_
  - C. Do you need a truck with a lift gate to pick up material? \_\_\_\_\_ Is there a forklift available? \_\_\_\_\_
  - D. Will the material need to be manually loaded onto the truck? \_\_\_\_\_ *Note: manpower charges may apply.*
  - E. Are there any height and length restrictions at location? \_\_\_\_\_ Those restrictions are: \_\_\_\_\_.
  - F. Can a full size tractor-trailer fit into the loading dock area? \_\_\_\_\_

**\*\* WASTE INFORMATION PROFILES MUST BE COMPLETED AND APPROVED PRIOR TO ALL SHIPMENTS OR PICKUPS \*\***

**LAMPS**

Lamps should be packaged in original manufacturers' boxes, **CE** boxes or **CE** fiber drums. All lamp containers should be filled to capacity.

I have the following type(s) of lamps:

- 4ft Lamps
- U-tube Lamps
- Circular Lamps
- Other: \_\_\_\_\_
- 8ft Lamps
- Compact Lamps
- HID Lamps

Next →

The lamps are packaged in:

- 4ft Boxes - # of boxes \_\_\_\_\_
- 8ft Boxes - # of boxes \_\_\_\_\_
- 4ft Fiber Drums (85) # of drums \_\_\_\_\_
- 4ft Fiber Drums (185) # of drums \_\_\_\_\_
- Pails. Size? \_\_\_\_\_ # of pails \_\_\_\_\_
- Other \_\_\_\_\_ How Many? \_\_\_\_\_

Are Lamps Palletized? \_\_\_\_\_

Total Pallets of Lamps above: \_\_\_\_\_

**BALLAST /CAPACITORS**

Ballast/Capacitors should be packaged in a DOT approved poly pail, poly drum or steel drum.

I have the following type(s) of **Non-PCB ballast**:

- Non-PCB Ballast
- Non-PCB Capacitors

The Non-PCB ballast is packaged in:

- Pails - How many? \_\_\_\_\_ What size? \_\_\_\_\_.
- Drums - How many? \_\_\_\_\_ What size? \_\_\_\_\_.
- Other- \_\_\_\_\_ How many? \_\_\_\_\_ What size? \_\_\_\_\_.

Next →

I have the following type(s) of **PCB ballast**:

- PCB Ballast \*No Transformers\*
- PCB Capacitors\*\*

The PCB ballast is packaged in:

- Pails - How many? \_\_\_\_\_ What size? \_\_\_\_\_.
- Drums - How many? \_\_\_\_\_ What size? \_\_\_\_\_.
- Other- \_\_\_\_\_ How many? \_\_\_\_\_ What size? \_\_\_\_\_.

\*\* Additional Transportation may apply for PCB Capacitors.

Are Ballast Palletized? \_\_\_\_\_

Total Pallets of Ballast above: \_\_\_\_\_

**ELECTRONIC SCRAP**

Electronic Scrap should be stretch-wrapped to a pallet or packaged in a Cubic Yard Box.

I would like the electronic scrap processed as follows:

- Hard Drive Shredding
- Asset Tracking
- Recovery and Recycling Service (most common)

Next →

Is the material packaged? \_\_\_\_\_  
 Is manpower/labor needed to package? \_\_\_\_\_

The electronic scrap is packaged in:

- Cubic Yard Boxes – How many? \_\_\_\_\_
- Pallets – How Many? \_\_\_\_\_
- Other- \_\_\_\_\_ How many? \_\_\_\_\_

Are Electronics Palletized? \_\_\_\_\_

Total Pallets of Electronic Scrap above: \_\_\_\_\_

**BATTERIES**

Batteries should be packaged in a DOT approved poly pail, poly drum or a lined steel drum.

**DO NOT MIX BATTERIES OF DIFFERENT TYPES IN THE SAME CONTAINERS, ALL MUST BE SEPERATED**

<p><b>I have the following type(s) of batteries:</b> <input type="checkbox"/> <b>Category 1</b></p> <p><input type="checkbox"/> Wet Cell Lead Acid  <input type="checkbox"/> Dry Cell (Sealed) Lead Acid / VRLA / SLAB  <input type="checkbox"/> Absolytes</p> <p><b>Terminals must be taped on all types of lead acid batteries.</b></p> <p>The batteries are packaged in:</p> <p><input type="checkbox"/> In Pails - How many? _____ What size? _____.  <input type="checkbox"/> On Pallets - How many? _____  <input type="checkbox"/> Other- _____ . How many? _____ What size? _____.</p>	<p><b>I have the following type(s) of batteries:</b> <input type="checkbox"/> <b>Category 2</b></p> <p><input type="checkbox"/> Alkaline (Dry) <span style="margin-left: 100px;"><input type="checkbox"/> Alkaline (Wet)</span>  <input type="checkbox"/> Nickel-Cadmium (NiCd) (Dry) <span style="margin-left: 100px;"><input type="checkbox"/> Nickel Iron</span>  <input type="checkbox"/> Nickel-Cadmium (NiCd) (Wet) <span style="margin-left: 100px;"><input type="checkbox"/> Zinc Carbon (Non-Hg)/  <span style="margin-left: 200px;">Zinc Air</span></span>  <input type="checkbox"/> Nickel Metal Hydride (NiMH)</p> <p>The batteries are packaged in:</p> <p><input type="checkbox"/> In Pails - How many? _____ What size? _____.  <input type="checkbox"/> In Drums - How many? _____ What size? _____.  <input type="checkbox"/> Other- _____ . How many? _____ What size? _____.</p>
<p><b>I have the following type(s) of batteries:</b> <input type="checkbox"/> <b>Category 3</b></p> <p><input type="checkbox"/> Zinc Carbon (w/Hg) <span style="margin-left: 100px;"><input type="checkbox"/> Mercury/Mercuric Oxide</span>  <input type="checkbox"/> Silver Oxide (w/Hg) <span style="margin-left: 100px;"><input type="checkbox"/> Silver Oxide</span>  <input type="checkbox"/> ATON</p> <p>The batteries are packaged in:</p> <p><input type="checkbox"/> In Pails - How many? _____ What size? _____.  <input type="checkbox"/> Other- _____ . How many? _____ What size? _____.</p>	<p><b>I have the following type(s) of batteries:</b> <input type="checkbox"/> <b>Category 4</b></p> <p><b>Lithium batteries must have the terminals taped. Do not mix Lithium Metal with Lithium Ion in the same pail.</b></p> <p><input type="checkbox"/> Lithium Metal <span style="margin-left: 100px;"><input type="checkbox"/> Li-Ion/Li-Polymer</span>  <input type="checkbox"/> Li-Thionyl Chloride/Li-Co <span style="margin-left: 100px;"><input type="checkbox"/> Magnesium Metal</span>  <input type="checkbox"/> Sodium/NaNiCl</p> <p>The batteries are packaged in:</p> <p><input type="checkbox"/> Pails - How many? _____ What size? _____.  <input type="checkbox"/> Other- _____ . How many? _____ What size? _____.</p>

Are Batteries Palletized? \_\_\_\_\_ Total Pallets of All Batteries above: \_\_\_\_\_

**MERCURY CONTAINING MATERIAL**

Mercury Containing Devices should be packaged in a DOT approved poly pail, poly drum or a lined steel drum

I have the following mercury containing material to be picked up: _____	The material is packaged in: _____
---	------------------------------------

**OTHER MATERIALS**

I have the following mercury containing material to be picked up: _____	The material is packaged in: _____
---	------------------------------------

**DO YOU NEED CONTAINERS???**

**Total Amount of Containers Needed**  
**(Replacement Drums and/or Additional Ones Driver Needs to Bring for Packaging)**

Container Type	Quantity	Container Type	Quantity
4ft Fiber Drum (85 count)	_____	1- Gallon Pail	_____
4ft Fiber Drum (185 count)	_____	5- Gallon Pail	_____
Gaylord Boxes/Skids (4x4x3)	_____	4ft Boxes	_____
55 Gallon Steel Drum	_____	8ft Boxes	_____