# Pick Up/Drop-Off/Delivery Request Form

<table>
<thead>
<tr>
<th>Company</th>
<th>Site Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PU/DO Address</td>
<td>Telephone #</td>
</tr>
<tr>
<td>City, State &amp; Zip</td>
<td>PO# (Required)</td>
</tr>
</tbody>
</table>

- **Waste Information Profiles Must Be Completed and Approved Prior to All Shipments or Pickups**

## Transportation Requirements (Must Be Completed)

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

**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: ______

- 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? ______.

- 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? ______.

- 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)

- 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**

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
</tr>
</thead>
</table>

**I have the following type(s) of batteries: □ Category 1**
- Wet Cell Lead Acid
- Dry Cell (Sealed) Lead Acid / VRLA / SLAB
- Absolytes

Terminals must be taped on all types of lead acid batteries.

The batteries are packaged in:
- In Pails - How many? _____ What size? _____.
- On Pallets - How many? _____
- Other- _____ . How many? _____ What size? _____.

**I have the following type(s) of batteries: □ Category 2**
- Alkaline (Dry)
- Nickel-Cadmium (NiCd) (Dry)
- Nickel-Cadmium (NiCd) (Wet)
- Nickel Metal Hydride (NiMH)
- Zinc Carbon (Non-Hg)/Zinc Air

The batteries are packaged in:
- In Pails - How many? _____ What size? _____.
- In Drums - How many? _____ What size? _____.
- Other- _____ . How many? _____ What size? _____.

**I have the following type(s) of batteries: □ Category 3**
- Zinc Carbon (w/Hg)
- Silver Oxide (w/Hg)
- ATON

The batteries are packaged in:
- In Pails - How many? _____ What size? _____.
- Other- _____ . How many? _____ What size? _____.

**I have the following type(s) of batteries: □ Category 4**
Lithium batteries must have the terminals taped. Do not mix Lithium Metal with Lithium Ion in the same pail.

The batteries are packaged in:
- Pails - How many? _____ What size? _____.
- Other- _____ . How many? _____ What size? _____.

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**Are Batteries Palletized? _____**

**Total Pallets of All Batteries above: _____**

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**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: ______

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**OTHER MATERIALS**

I have the following mercury containing material to be picked up: ______

The material is packaged in: ______

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

<table>
<thead>
<tr>
<th>Container Type</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>4ft Fiber Drum (85 count)</td>
<td>_____</td>
</tr>
<tr>
<td>4ft Fiber Drum (185 count)</td>
<td>_____</td>
</tr>
<tr>
<td>Gaylord Boxes/Skids (4x4x3)</td>
<td>_____</td>
</tr>
<tr>
<td>55 Gallon Steel Drum</td>
<td>_____</td>
</tr>
<tr>
<td>1- Gallon Pail</td>
<td>_____</td>
</tr>
<tr>
<td>5- Gallon Pail</td>
<td>_____</td>
</tr>
<tr>
<td>4ft Boxes</td>
<td>_____</td>
</tr>
<tr>
<td>8ft Boxes</td>
<td>_____</td>
</tr>
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</table>