



Instructions for Lithium-Ion (rechargeable) and Lithium Metal (non-rechargeable) Battery  
(1-gal or 3.5-gal) Mailback Program

Contents:

- 1 – Box
- 1 – Pail with lid
- 1 – Plastic liner
- 1 – Zip tie
- 1 – Lithium Handling Marking sticker
- 1 – Lithium Batteries Forbidden for Transport Aboard Aircraft and Vessel label
- 1 – Prepaid FedEx Ground PRP Return shipping label

Preparation Instructions:

1. KEEP ORIGINAL SHIPPING BOX FOR PAIL RETURN
2. Insert liner into the pail
3. **DO NOT** mix LITHIUM BATTERIES and other DRY CELL BATTERIES together in the pail.
4. Battery pail can contain LITHIUM BATTERIES ONLY (either ion or primary metal). Please see website for full details on lithium battery restrictions and limits.
5. Fully enclose each cell/battery with a non-conductive liner (e.g., plastic baggie). Prevent internal contents from shifting. Non-Combustible packing (e.g, vermiculite, air pillows, styrofoam) must be used to prevent shifting of contents during transport.

Packing Instructions:

1. Place prepared battery(s) into lined pail.
2. Fill in the accumulation start date in space provided on the pail.
3. Continue filling pail until full. Leave enough space to be able to close liner and secure lid.
4. Add packing to prevent shifting of contents. Non-combustible packing (e.g, vermiculite, air pillows, styrofoam) is recommended.
5. Close plastic liner with enclosed zip tie.
6. **IMPORTANT: With a permanent marker, write in the correct UN numbers to the Lithium Battery Marking sticker. UN3480 for Lithium-Ion Batteries, and/or UN3490 for Lithium Metal Batteries. If the container contains both Lithium-Ion and Lithium Metal Batteries, write in both UN3480 and UN3490 on the Lithium Handling Marking sticker.**
8. **IMPORTANT:** Place this instruction sheet back inside box containing the pail, as it will serve as the shipping documents. **DO NOT** place instructions inside pail-must be placed inside box. Make copy for your records if needed.
9. Screw and secure lid onto pail.
10. **DO NOT** place more than 50 LBS of batteries in 3.5 gallon container (25 LBS in 1-gallon container) -**DO NOT EXCEED WEIGHT**

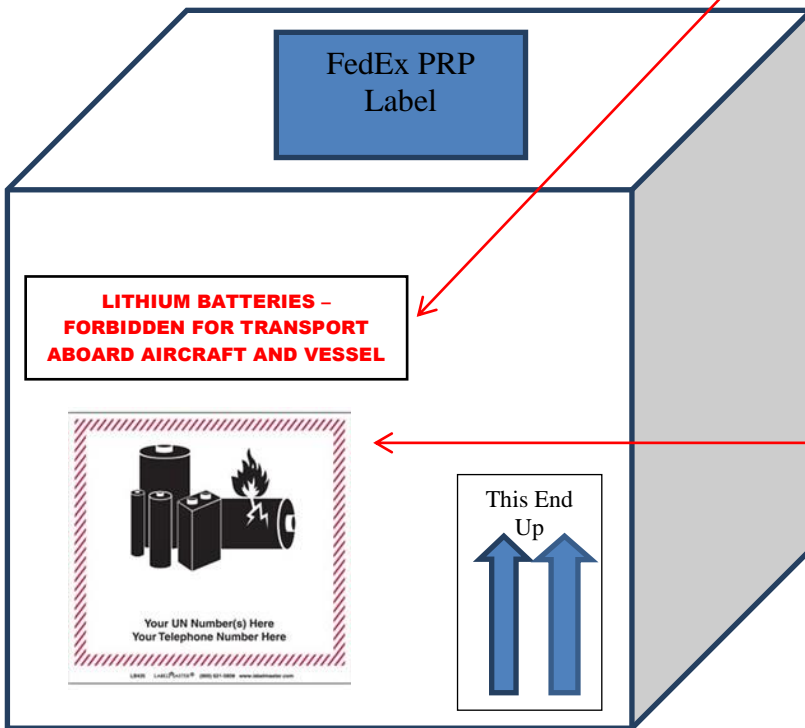
Shipping Instructions:

1. Place pail into saved box.
2. Securely close box with tape. Make sure return-shipping label is exposed on the outside flap.
3. Affix the Lithium Batteries Forbidden Label, and the Lithium Battery Marking to the box per the diagram.
4. Call FedEx (800-463-3339) or 1-800-GO-FEDEX for pickup of box
5. These instructions must accompany this pail back to Heritage, as they serve as the shipping documents.

**LITHIUM BATTERIES – FORBIDDEN FOR TRANSPORT ABOARD AIRCRAFT AND VESSEL LABEL, and LITHIUM BATTERY MARKING STICKER:**



Affix “LITHIUM BATTERIES – FORBIDDEN FOR TRANSPORT ABOARD AIRCRAFT AND VESSEL” to box per diagram.



With a permanent marker, write in the correct UN Number on this Lithium Battery marking sticker for the type of batteries being shipped. **UN3480 for Lithium-Ion Batteries, UN3490 for Lithium Metal Batteries**, or write in **both UN3480 and UN3490 if shipping both Lithium-Ion and Lithium Metal Batteries in same container**. Also, add a phone number for further information regarding the shipment. (This does not have to be an emergency phone number, just a number to provide further information on the shipment). **Once UN number(s) and phone number have been written in, affix to box per diagram.**

- **Lithium Battery Limits are:**
- Lithium Ion =  $\leq 60\text{Wh}$  cell or  $\leq 300\text{ Wh}$  Battery
- Lithium Metal =  $\leq 5\text{g}$  per cell or  $\leq 25\text{g}$  per battery
- To help calculate the Watt-Hour energy rating, please use the below formula:  

$$\text{Watt-hour (wh)} = \text{Ampere-hour (Ah)} \times \text{volts (V)}$$