

RECYCLING CERTIFICATE INSTRUCTIONS

EPA Regulations require that documentation of all universal waste (ex. Light bulbs, fluorescent lamps & batteries) shipments be retained for **at least three years**.

This means that certificates documenting the shipment of all light bulbs, fluorescent lamps, batteries, etc be retained for three years.

When using a mail back recycling box/container, you will need to obtain (and retain on file) a recycling "certificate" from Lighting Resources using their Unique Container #. **Please follow the steps below to obtain a certificate:**

- 1) Remove and retain the sticker on the recycling box/container with the Unique Container ID# as pictured below:



- 2) To obtain the recycling certificate, go to the following website:
<https://certofrecycling.com/index.php>.
- 3) The link will take you to the following instructions (screen shot below):

Recycling Mail Back Program

To acquire a Certificate of Recycling, or view previous orders for Recycling Mailback Kits, please fill out one of the fields below:

Recycling Certificate Lookup

Unique Container #:	<input type="text"/>	Submit
Return Tracking #:	<input type="text"/>	Submit

Order Details

Outbound Tracking #:	<input type="text"/>	Submit
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- 4) Enter the Unique Container #. **YOU MUST INCLUDE THREE LEADING ZEROES**. Example: 119566 would be 000119566.
- 5) Click Submit, and you will be prompted to enter your business and address which will appear on the certificate.
- 6) Print a copy of the certificate and keep it in the store binder for future reference.