



## TRANSFER OF BULBS & BATTERIES

Attach form to items for pickup.

Date: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Small bulbs/tubes under 4' in length             | <input type="checkbox"/> NiCd batteries (power tools)                                   |
| <input type="checkbox"/> Alkaline batteries (AAA, AA, C, D)               | <input type="checkbox"/> Lead acid batteries (emergency exit signs, fire alarm, server) |
| <input type="checkbox"/> 9V batteries                                     | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Lithium ion batteries (button, cell phone, tech) |   |

School/Dept: \_\_\_\_\_

Sent by: \_\_\_\_\_

9/22



### SAFETY GUIDE

#### To Pony Spent Bulbs & Batteries to Property Office

1. All items must be placed in a small enclosed/taped box for the safety of the transporter. Open/untaped boxes will not be picked up. Bagged but unboxed items will not be picked up.
2. The above form must be completed and attached to the box. Boxes without forms attached will not be picked up.
3. Small light bulbs and tubes less than 4' in length must be bagged and placed in their own box. Do not mix bulbs with batteries to avoid breakage.
4. All alkaline batteries (9v, AAA, AA, C, and D) can be mixed and placed together.
5. 9-volt (rectangular) batteries' contact points must be taped to avoid short circuit and possible explosion.
6. Flat button-type lithium ion batteries' contact points must be taped or zip-locked in a bag to avoid short circuit and possible explosion.
7. All lithium ion, nickel cadmium (NiCd), and lead acid batteries must be separated by themselves.

For questions, please call Mike Veloria, Property Office, ext. 61373.