

## Packaging Takeback Program Summary

To help customers manage the substantial amount of packaging they must dispose of, contractors are encouraged to offer a packaging takeback program that recycles or reuses packaging to the greatest extent possible. Such programs may offer rebates/credits, customized programs for large-volume deliveries, and may also provide such services as record keeping and reporting for customer environmental reporting (reporting for the ultimate disposition of the material). Contractors are asked to fill out this form describing details of their packaging takeback programs, so that the customers (purchasers) can determine whether they want to include these services in their contract.

*An electronic version of this document is available at <http://www.noharm.org/details.cfm?ID=1636&type=document>*

### General

**This section contains basic information about the Packaging Takeback Program such as the contact information for the program and what packaging materials are eligible.**

1. **Contact Information** (*Please provide a contact person for questions regarding the Packaging Takeback Program*):  
Contractor Company Name:  
Packaging Takeback Program Contact:  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
2. **Program Name:**
3. **Program Type** (*Please check **one** option*):
  - This program is **free** for all customers (no shipping or other charges involved)
  - This program involves an all-inclusive or separate pick-up, shipping, handling, recycling/disposal or other charges
4. **Conditions** (*e.g. this program is free only with specific volume*):
5. **Eligible Packaging Components** (*Please indicate and explain which packaging components, such as polystyrene foam or cardboard, can be recycled or disposed of through this program*):
  - PVC (Polyvinyl chloride)**
  - PET (Polyethylene Terephthalate)**
  - Polystyrene**
  - Cardboard**
  - Wood Palettes**
  - Reusable Shipping Containers****Comments:**
6. **Eligible Products** (*Please explain which products are shipped with packaging eligible for this program*):
7. **Eligible Purchase Volume** (*If customer must purchase a minimum number of units or dollar amount to use this recycling and reuse program, please indicate purchase quantity required*):
8. **Additional Program Information on the Web:** (*Please provide the URL*):

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## Charges and Rebates/Credits

This section provides information on the costs that customers may incur participating in the Packaging Takeback Program and the rebates or credits that may be available.

- Collection/shipping charge, all charges are “per-unit” (packaging for one piece of equipment) unless otherwise specified** (If the program involves a per-unit disposal/recycling charge, please provide the pricing below. Add additional rows if necessary):

Equipment Type	Charge	Equipment Type	Charge	Equipment Type	Charge
Desktop PC		2-way server		Desktop printer	
Notebook/Laptop		4-way server		Large printer	
Monitor		8-way server		Terminal	
Accessories					

- Pricing above is all-inclusive (no other charges will be applied)
- Pricing above is estimated
- Pricing above is current and is good for the life of the contract
- Pricing above is current and is subject to change over the duration of the contract
- Pricing above applies to orders over \_\_\_\_\_ units (please specify)

- Additional charges** (If the program involves any additional charges, please describe them):

- Shipping (Please explain):  Other (Please explain):
- Pick-up/transportation (Please explain):

- Program rebates or credits** (Please select all that apply):

- The program provides a **cash rebate** based on the volume of packaging collected
- The program provides a **credit towards new equipment** sold by Contractor
- The program provides **no rebate or credit**

- Additional charge and rebate information on the web** (Please provide the URL):

## Program Instructions

This section provides detailed logistical information for participating in the Packaging Takeback Program.

- Service ordering:**

- This service can be ordered online. Website:
- This service can be ordered by phone. Phone:

**Step-by-step instructions for ordering the service:**

**Payment instructions:**

- Packaging preparation instructions:**

- The packaging does not need to be prepared in a particular way
- The packaging must be prepared in a particular way

**Step-by-step packaging instructions:**

- Transportation/shipping:**

- The packaging will be picked up by contractor (please check below if a pick-up charge applies)
  - Pick-up charge applies. Estimated amount:
- The packaging must be shipped (please check below if shipping charges apply or if return label provided)
  - Shipping charges apply. Estimated amount:
  - Shipping label provided with shipment

**Pick-up timeframe:** \_\_\_\_\_ business days after the service is ordered

**Step-by-step shipping/pick-up instructions:**

## Recycling / Disposal /Reuse Process

This section contains information on the final disposition/use of the packaging materials and any record keeping services that may be available as part of the Packaging Takeback Program. (Add extra pages or sections if more than one company provides this service for you.)

1. Packaging Takeback Program service provider company name:
2. Inception date of program:
3. For each packaging material, describe final disposition based on figures from past 24 months, or from genesis of program if program is less than 24 months old. Percent for each material type must total 100%.

Figures are for past \_\_\_\_ (number of) months.

Program is new and so figures are estimated.

Material Type	Percent Collected	Final Disposition
Molded Paper		Recycled
		Landfilled
		Incinerated (including waste-to-energy)
		Reused for packaging same type of product
		Reused for other use (please specify):
	Other:	
Total for Molded Paper	100%	

Material Type	Percent Collected	Final Disposition
Corrugated Cardboard		Recycled
		Landfilled
		Incinerated (including waste-to-energy)
		Reused for packaging same type of product
		Reused for other use (please specify):
	Other:	
Total for Corrugated Cardboard	100%	

Material Type	Percent Collected	Final Disposition
Expanded Polystyrene (EPS)		Recycled
		Landfilled
		Incinerated (including waste-to-energy)
		Reused for packaging same type of product
		Reused for other use (please specify):
	Other:	
Total for Expanded Polystyrene (EPS)	100%	

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Material Type	Percent Collected	Final Disposition
Wood Palettes		Recycled
		Landfilled
		Incinerated (including waste-to-energy)
		Reused for packaging same type of product
		Reused for other use (please specify):
		Other:
Total for Wood Palettes	100%	

Material Type	Percent Collected	Final Disposition
Polyethylene Plastic		Recycled
		Landfilled
		Incinerated (including waste-to-energy)
		Reused for packaging same type of product
		Reused for other use (please specify):
		Other:
Total for Polyethylene Plastic	100%	

Material Type	Percent Collected	Final Disposition
General/Other:		Recycled
		Landfilled
		Incinerated (including waste-to-energy)
		Reused for packaging same type of product
		Reused for other use (please specify):
		Other:
Total for Other:	100%	

4. **Record keeping** (Please indicate what information may be available after the packaging is reused or recycled):

Record/document type for equipment by model and serial number	Always provided / upon request only (choose one)	Record/document cost, U.S. Dollars
Volume and type of recycled material from particular customer	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	
Volume and type of reused material from particular customer	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	
Final destination of recycled and reused material from particular customer	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	
Final destination of all recycled and reused material collected from all customers	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	
Other (please explain):	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	



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