

Retailer Take-Back Guidelines for

Damaged/Contaminated E-Wastes

E-WASTE CATEGORY

Consumer Lamp

E-WASTE SUB-CATEGORY

Bulbs and Fluorescent Tubes

IDEAL RECEPTION CONDITION FROM CONSUMER AT THE RETAILER

Bulbs should be intact, should not be damaged/broken or soiled.

PROBLEM 1

Received broken



RECOMMENDED ACTION FOR PROBLEM 1

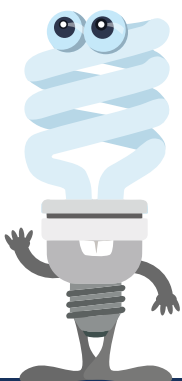
1. Notice the level of damage, any sharp edges and any powder discharge (in case of CFL or Fluorescent tubes)
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cut-resistant gloves and N95 masks
3. Carefully place items into an airtight or sealable plastic cover/bag, and place them in the general waste bin and NOT in the E-Bin.

INJURIOUS/HAZARDOUS COMPONENT

1. Some mercury might still be attached to the phosphor powder in case of CFL or Fluorescent tubes
2. Glass shards

PROBLEM 2

Soiled with dirt or blood or partially burnt



RECOMMENDED ACTION FOR PROBLEM 2

1. Notice and examine the contamination/damage by observation only for any sharp edges and any powder discharge (in case of CFL or Fluorescent tubes)
2. Equip yourself with Personal Protective Equipment (PPE) - Advised to wear cotton gloves. If wet, use neoprene or natural rubber gloves
3. Carefully place items into an airtight or plastic cover/bag, seal the cover to minimise any smell.
4. Label the plastic bag with the contents of the bag- the type of E-Waste and the contaminant and place them in the general waste bin and NOT in the E-Bin.

E-WASTE CATEGORY

Household Battery

E-WASTE SUB-CATEGORY

D,C,AA, AAA, N, 9-Volt, button cell

IDEAL RECEPTION CONDITION FROM CONSUMER AT THE RETAILER

Batteries should be received in normal conditions, intact and no leakage.

PROBLEM 1

Open or Leaking batteries



RECOMMENDED ACTION FOR PROBLEM 1

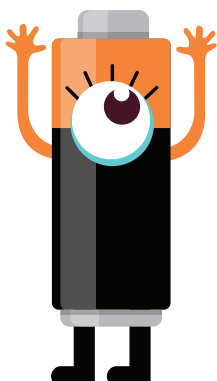
1. Equip yourself with Personal Protective Equipment (PPE)
- If handling an open or leaking battery wear safety glasses with side shields if handling an open or leaking battery
2. Battery materials should be collected in a leak-proof container. Carefully place items into an airtight or sealable plastic cover/bag, and place them in the appropriate inlet of the E-Bin.

INJURIOUS/HAZARDOUS COMPONENT

Various chemicals are found in primary batteries like Magnesium dioxide, Potassium hydroxide, graphite, etc. During leakage the caustic agent Potassium hydroxide can cause eye, skin, and respiratory irritation.

PROBLEM 2

Soiled with dirt or blood or partially burnt



RECOMMENDED ACTION FOR PROBLEM 2

1. Notice the level of contamination/damage by observation only
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cotton or use neoprene or natural rubber gloves
3. Carefully place items into an airtight or plastic cover/bag, seal the cover to minimise any smell.
4. Label the plastic bag with the contents of the bag - the type of E-Waste and the contaminant and place them in the appropriate inlet of the E-Bin.

E-WASTE CATEGORY

Information and Communication Equipment (ICT)

E-WASTE SUB-CATEGORY

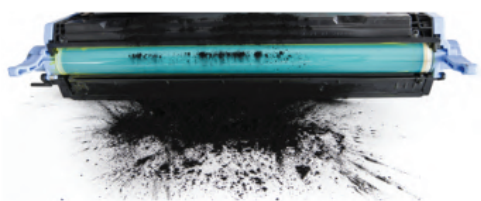
Printer

IDEAL RECEPTION CONDITION FROM CONSUMER AT THE RETAILER

Printers should be received intact and with no breakage and usually may/may not include cables.

PROBLEM 1

Printers with broken ink toner cartridges in case of laser printers



RECOMMENDED ACTION FOR PROBLEM 1

1. Equip yourself with Personal Protective Equipment (PPE)
- Suggest wearing safety glasses with side shields and N95 masks if handling broken ink cartridges.
2. If the cartridges are exposed, wrap spent cartridges in plastic to avoid ink or toner leakage.
3. Carefully place items into an plastic cover/bag, seal them and place them in the appropriate inlet of the E-Bin.
4. Clean any remnants using a wet-wipe, or remove using soap and water, and dispose of the cleaning materials into a general waste bin.

INJURIOUS/HAZARDOUS COMPONENT

Laser printers may contain ink toner in powder form which may cause eye, and lung irritation.

PROBLEM 2

Soiled with dirt or blood or partially burnt



RECOMMENDED ACTION FOR PROBLEM 2

1. Notice the level of contamination/damage by observation only
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cotton or use neoprene or natural rubber gloves
3. Carefully place items into an airtight or plastic cover/bag, seal the cover to minimise any smell.
4. Label the plastic bag with the contents of the bag - the type of E-Waste and the contaminant and place them in the appropriate inlet of the E-Bin.

E-WASTE CATEGORY

Information and Communication Equipment (ICT)

E-WASTE SUB-CATEGORY

Router, Modem, Set-top box, Network Switch, Network Hub

IDEAL RECEPTION CONDITION FROM CONSUMER AT THE RETAILER

ICT should be received intact and with no breakage and usually may/may not include cables.

PROBLEM 1

Received broken



RECOMMENDED ACTION FOR PROBLEM 1

1. Place them in the appropriate inlet of the E-Bin.
2. If they are broken into more than 2 or 3 pieces, consider to place them into a plastic cover/bag, and place them in the appropriate inlet of the E-Bin.

INJURIOUS/HAZARDOUS COMPONENT

None.

PROBLEM 2

Soiled with dirt or blood or partially burnt



RECOMMENDED ACTION FOR PROBLEM 2

1. Notice the level of contamination/damage by observation only
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cotton or use neoprene or natural rubber gloves
3. Carefully place items into an airtight or plastic cover/bag, seal the cover to minimise any smell.
4. Label the plastic bag with the contents of the bag - the type of E-Waste and the contaminant and place them in the appropriate inlet of the E-Bin.

E-WASTE CATEGORY

Information and Communication Equipment (ICT)

E-WASTE SUB-CATEGORY

Tablet, Laptop, Mobile Telephone

IDEAL RECEPTION CONDITION FROM CONSUMER AT THE RETAILER

ICT should be received intact and the screen should be with no breakage and usually may/may not include and batteries inside and cables with it

PROBLEM 1

Received with broken screen or bulged batteries



RECOMMENDED ACTION FOR PROBLEM 1

1. Notice the level of damage, leakage or any sharp edges
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cut-resistant gloves and masks.

In case of broken screens:

3. Carefully place items into a cardboard box or hard plastic box, seal them and place them in case of broken screen in the appropriate inlet of the E-Bin.

In case of bloated batteries

3. In case of bloated batteries, carefully place items into a plastic cover/bag, seal them and place them separately or in the best case into a fireproof container (e.g metal bucket with sand or any vermiculite material)

4. Place fireproof container in an area away from fire hazards and clearly mark the container as a flammable hazard
5. Notify collection operator immediately for safe collection. Do not deposit the item in to the main E-Bin.

INJURIOUS/HAZARDOUS COMPONENT

Exposure to Liquid crystals or small amount of mercury vapor in case of LCD displays.

Bulged batteries may become a fire threat.

Risk of cuts from sharp edges of glass shards.

PROBLEM 2

Soiled with dirt or blood or partially burnt



RECOMMENDED ACTION FOR PROBLEM 2

1. Notice the level of contamination/damage by observation only
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cotton or use neoprene or natural rubber gloves
3. Carefully place items into an airtight or plastic cover/bag, seal the cover to minimise any smell.
4. Label the plastic bag with the contents of the bag - the type of E-Waste and the contaminant and place them in the appropriate inlet of the E-Bin.

E-WASTE CATEGORY

Large Household Appliance

E-WASTE SUB-CATEGORY

Washing Machine, Dryer, Refrigerator

IDEAL RECEPTION CONDITION FROM CONSUMER AT THE RETAILER

The equipment should be clean and intact and should not have any contents inside.

PROBLEM 1

Upon receipt, the equipment is inspected and found to have content/putrifying content inside.

RECOMMENDED ACTION FOR PROBLEM 1

1. Please inspect the interior of the item upon receipt during the handover.
2. Request consumer to clear out the material before deposit
3. If Step 2 fails, please mark on the exterior of the equipment, the type of contamination found inside.

INJURIOUS/HAZARDOUS COMPONENT

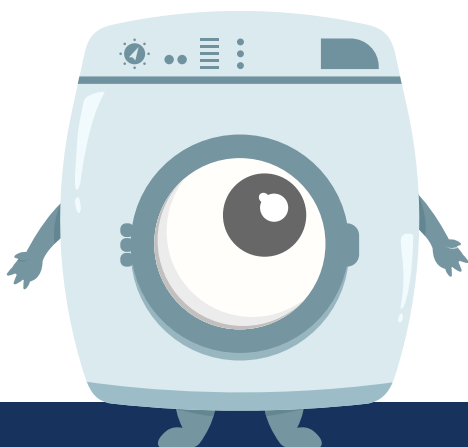
None.

PROBLEM 2

Soiled with dirt or blood or partially burnt

RECOMMENDED ACTION FOR PROBLEM 2

1. Notice and examine the contamination/damage by observation only
2. Equip yourself with Personal Protective Equipment (PPE)- Advised to wear cotton gloves. If wet, use neoprene or natural rubber gloves
3. Carefully place item separately, and use a plastic cover to cover it, from getting exposed to environment
4. Label the item - mention the type of E-Waste and the contaminant and inform upon collection



E-WASTE CATEGORY

Large Household Appliance

E-WASTE SUB-CATEGORY

Air Conditioner

IDEAL RECEPTION CONDITION FROM CONSUMER AT THE RETAILER

The equipment should be clean and intact.

PROBLEM 1

Upon receipt, the equipment is inspected to see if the FCU or compressor is damaged.

RECOMMENDED ACTION FOR PROBLEM 1

1. Please inspect the machine to see if there is any oil leakage. In case of any suspected damage, contact ALBA immediately for safe and secure collection
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to use neoprene or natural rubber gloves while handling equipment
3. Carefully place item separately, on top of a plastic/metal sheet to avoid oil seepage to the floor/ground.
4. Label the item - mention the type of E-Waste and the contaminant and inform upon collection.

INJURIOUS/HAZARDOUS COMPONENT

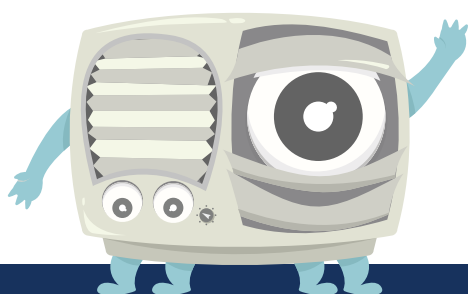
Refrigeration oils maybe found on the surface incase of damaged or broken compressors.

PROBLEM 2

Soiled with dirt or blood or partially burnt

RECOMMENDED ACTION FOR PROBLEM 2

1. Notice and examine the contamination/damage by observation only
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cotton gloves. If wet, use neoprene or natural rubber gloves
3. Carefully place item separately, and use a plastic cover to cover it, from getting exposed to environment
4. Label the item - mention the type of E-Waste and the contaminant and inform upon collection



E-WASTE CATEGORY

Large Household Appliance

E-WASTE SUB-CATEGORY

Television

IDEAL RECEPTION CONDITION FROM CONSUMER AT THE RETAILER

The equipment should be clean and intact, the screen should be with no breakage and usually may/may not include cables with it.

PROBLEM 1

Received with broken screen

RECOMMENDED ACTION FOR PROBLEM 1

1. Notice the level of damage, any sharp edges
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cut-resistant gloves and masks.
3. Carefully place any glass shards into a plastic cover/bag, seal them, and place the item separately in a contained manner.

INJURIOUS/HAZARDOUS COMPONENT

Exposure of mercury vapor in case Cathode Ray Television (CRT)

In case of all TVs, risk of cuts from sharp edges of broken screen or glass shards.

PROBLEM 2

Soiled with dirt or blood or partially burnt

RECOMMENDED ACTION FOR PROBLEM 2

1. Notice and examine the contamination/damage by observation only
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cotton gloves. If wet, use neoprene or natural rubber gloves
3. Carefully place item separately, and use a plastic cover to cover it, from getting exposed to environment
4. Label the item - mention the type of E-Waste and the contaminant and place them separately



E-WASTE CATEGORY

Lithium Ion Portable Battery

E-WASTE SUB-CATEGORY

Powerbank, Mobile Telephone, Battery, Laptop Battery

IDEAL RECEPTION CONDITION FROM CONSUMER AT THE RETAILER

Batteries should be received in normal conditions, intact and no leakage.

PROBLEM 1

Open or bulged batteries



RECOMMENDED ACTION FOR PROBLEM 1

1. Notice the level of damage, leakage or any sharp edges
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cut-resistant gloves and masks.
3. In case of bloated batteries, Tape contact points or terminals.
4. Carefully place items into a plastic cover/bag, seal them and place them separately or in the best case into a fireproof container (e.g metal bucket with sand or any vermiculite material)
5. Please make sure to store each battery separately using plastic film or using vermiculite material to prevent contact with the terminals of other batteries
6. Place fireproof container in an area away from fire hazards and clearly mark the container as a flammable hazard
7. Notify collection operator for safe collection.

INJURIOUS/HAZARDOUS COMPONENT

Fire threat

PROBLEM 2

Soiled with dirt or blood or partially burnt



RECOMMENDED ACTION FOR PROBLEM 2

1. Notice and examine the contamination/damage by observation only
2. Equip yourself with Personal Protective Equipment (PPE)
- Advised to wear cotton gloves. If wet, use neoprene or natural rubber gloves
3. Carefully place item separately, and use a plastic cover to cover it, from getting exposed to environment
4. Label the item as "flammable hazard", also mention the type of E-Waste and the contaminant.