



## THERMOSTAT RECYCLING CORPORATION

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### **Notification Of US/Canadian Recycling Program For Wall-Mounted Mercury Thermostats**

ATTENTION: Management Personnel/Purchasing Agents/Household Hazardous Waste Facility Managers

We are pleased to make you aware of a recycling program for out-of-service mercury thermostats available throughout the continental United States and Canada. Thermostat manufacturers Honeywell, White-Rodgers, and GE established the Thermostat Recycling Corporation (TRC) in 1997. The program provides an easy, low-cost mechanism to recover wall-mounted mercury thermostats that are removed from service by HVAC contractors and homeowners.

Enclosed you will find:

- Information and guidelines concerning the TRC program
- A "Questions and Answers" document
- Collection container order form

Please read these attachments carefully. We need your active support and cooperation for the continued success of the TRC. The program works through a reverse distribution from consumers/contractors to wholesalers/HHW facilities to the TRC. Your role in this program is to obtain the appropriate number of collection containers (see order form) to participating facilities. The containers can then be shipped, when full, free of charge, to the TRC dismantling and recovery facility in Golden Valley, MN, USA. We encourage you to place collection containers at all of your locations to allow contractors and residential participants from across the state to drop off their out-of-service mercury thermostats.

Our objective is to recover the highest possible percentage of end-of-life, wall-mounted thermostats for recycling. You can help in this effort by doing the following.

1. Complete and send in your collection container(s) order form within 30 days of the receipt of this letter.
2. When you receive the containers, place them in a convenient and accessible location for ease of use.
3. Actively encourage your contractors and homeowners who remove mercury thermostats to support the recycling effort. A list of possible questions and answers is attached to help you. [Please note that contractors who meet certain criteria can participate in the program as well, but require a separate participation form to do so. A copy of the form can be obtained by calling TRC at 1-800-238-8192.]

Thank you for your participation in this effort to reduce the threat of mercury in the environment.

Sincerely,

Mark A. Kohorst  
Executive Director

March 2007



## Answers to Questions About TRC and Recycling Wall-Mounted Mercury Thermostats

### **How are the thermostats collected?**

Wholesalers and HHW facilities place recycling bins in a convenient spot at each of their various locations. Contractors collect out-of-service mercury thermostats through their normal business and can drop them off for collection at either type of location; homeowners can do so at HHW facilities.

### **Will this program cost anything?**

There is a one-time fee of \$25 US for each collection bin. The shipping costs from the wholesaler to the Thermostat Recycling Corporation (TRC) as well as the cost of mercury recycling are paid by the TRC. When a wholesaler or HHW site returns a full collection container, the TRC sends a replacement bin, with another mailing label, free of charge.

### **Should I accept loose mercury bulbs, liquid mercury, or thermostats that are leaking mercury?**

No. It is important to return the entire thermostat since it provides the protection for the mercury bulb during shipment. Contact your local waste management authorities for proper disposal of these items.

### **Will there be any paperwork or administration involved?**

You will only need to place the Authorized Return Service (ARS) label on the collection container so that the carrier will take the full collection container to the TRC.

### **What is the TRC?**

The Thermostat Recycling Corporation is a not-for-profit corporation established by Honeywell, White-Rodgers, and General Electric to operate the thermostat-recycling program.

### **What thermostats are included?**

The program will accept wall-mounted mercury thermostats. [Note: Limited in some states to brands owned by GE, Honeywell, White-Rodgers, and Nordyne.]

### **What will happen to the old thermostats?**

The mercury switches will be removed from the returned thermostats. Those switches are then sent to another facility that removes and purifies the mercury for reuse.

### **How does this recycling program affect the thermostats sent in under warranty?**

The recycling program and the warranty program are entirely separate programs. There will be no change to any manufacturers warranty program. Do not include in-warranty thermostats in the recycling containers. You will not receive warranty credit if you do so. Follow each manufacturers current warranty policy.

### **What about other mercury-containing products, such as batteries and fluorescent lights?**

This program is only for wall-mounted mercury switch thermostats. Do NOT return batteries, fluorescent lights, or any other products containing mercury. Contact your local waste management authorities for the proper disposal of these items.

### **What about homeowners who remove an old thermostat?**

The TRC expanded the program to include HHW facilities for the purpose of providing a recycling option to homeowners. Wholesalers are also free, and encouraged, to accept thermostats from homeowners.

### **What should I use to store the used thermostats when my collection container is being processed?**

If you do not have a second container, you should use a plastic 5-gallon bucket with a cover until you receive a replacement bin. You must clearly label the container "Used Mercury Thermostats."

### **Are there any record keeping requirements for participating in the recycling program?**

There are no specific requirements but you may want to maintain a file of all Authorized Return Service tracking numbers for reference.

### **Who should I contact for questions?**

Please contact the TRC at 1-800-238-8192. Visit on the Web at [WWW.NEMA.ORG/TRC](http://WWW.NEMA.ORG/TRC)



## Information and Guidelines for Participants in the Thermostat Recycling Program

### ***Check your mercury thermostat recycling collection/shipping container.***

#### **Inside you should find the following items:**

- One plastic bag liner for lining the collection box.
- One wire bag twisty to seal the bag liner for shipment.
- Two tie wraps to hold the cover closed during shipment.
- One authorized return service (ARS) shipping label.
- Two zip lock plastic bags to contain any spills (see note below).

#### **To use the recycling container follow these steps:**

1. Unfold the plastic bag liner and use it to line the recycling/shipping container.
2. Keep the twist tie to seal the plastic bag liner, the tie wraps to secure the recycling/shipping container for shipment, and the ARS shipping label in a safe place until they are needed for the return shipment.
3. Place the collection container in a location easily accessible to your customers.
4. When the recycling/shipping container is full, fold the plastic bag liner closed and use the wire twist tie to seal the bag.
5. Flip the container lid closed, taking care to overlap the “jaws” properly. Secure by placing tie wraps through the holes on each end of the container.
6. Fill in your company name and address on the top of the ARS shipping label.
7. Place the ARS shipping label on the top of the collection container. Include the collection container with your next outgoing shipment or call the carrier for pickup.

#### **NOTE:**

- **Do not accept loose mercury bulbs, liquid mercury, or thermostats that are leaking mercury.**
- If a mercury bulb breaks while in the collection box, avoid breathing the mercury dust, and contact with eyes, skin, and clothing. To contain the spill, droplets of mercury can be pushed together using a piece of paper and then collected using one or more pieces of paper. Small drops can be picked up on cellophane tape. Place these items and the thermostat in a doubled zip lock bag and call (800) 238-8192 for shipping instructions. Wash hands complete, remove any contaminated clothing and wash before reuse. Within 1 week you will receive a Paint Can Shipper to store the device(s) until the next time you return the recycling bin. Place the entire Can and its contents in the recycling bin. The Paint Can Shipper and new zip lock bags will be sent to you inside your replacement bin.
- As soon as a container is full, send it in. Return a container at a minimum of once per year.
- **WARNING. Recycle only wall-mounted thermostats with glass tube mercury switches in them. This means no batteries, no fluorescent lights, or other items containing mercury. Contact your local waste management authority for information on how to dispose of these items.**
- Limitations on the brands of thermostats accepted exist in some states.
- Do *not* place warranty items in the recycling container. You will *not* receive warranty credit for any devices received in the containers.



**Thermostat Recycling Corporation  
Wholesaler/HHW Facility Container Order Form**

Use this form to order mercury thermostat recycling collection containers. The containers are supplied with everything needed to return out-of-service thermostats to the Thermostat Recycling Corporation. **DO NOT INCLUDE OTHER PRODUCTS OR LOOSE MERCURY AMPOULES IN THE CONTAINERS. DOING SO MAY RESULT IN YOUR BEING REMOVED FROM THIS PROGRAM.**

Each container holds approximately 100 thermostats. You may wish to order two so that you will have one while the other is in transit. However, you need to order at least one container.

A one-time \$25.00 fee is required for each collection container. Payments may be made by credit card or by check / money order which should be made payable to the Thermostat Recycling Corporation. Orders should be sent to:

**Thermostat Recycling Corporation  
Dock 4/MN10-3860  
6801 Sandburg Road  
Golden Valley, Minnesota 55427**

For each full container you send in, a replacement container will automatically be sent to you. You will not need to order a replacement container.

<input type="checkbox"/>	<b>Wholesaler</b>	<input type="checkbox"/>	<b>Household Hazardous Waste Facility</b>
<b>Company Name:</b> _____			
<b>Address:</b> _____ _____			
<b>County</b> _____			
<b>Phone #:</b> (____) _____		<b>Attn:</b> _____	
<b>E Mail Address</b> _____			
<b>Number of Collection Containers Needed:</b> _____ x \$25.00 US = _____			
<b>Credit Card Authorization</b>			
<b>Card Holders Name:</b> _____			
<b>Card Type</b> <input type="checkbox"/> American Express <input type="checkbox"/> Master Card <input type="checkbox"/> Visa			
<b>Credit Card Number:</b> _____ <b>Expiration Date:</b> ____/____			

