

INSTRUCTION TO BOOK BOX COLLECTION

Step 1:

Fill the recycling box with the designated material, ensuring there is no contamination and adhering to the list of acceptable and unacceptable materials.

*** If the box gets to our recycling partner and the material is contaminated in any way, we'll initiate a non-conformance procedure, which may result in potential surcharges, and the recycling box will be returned to you.**

Step 2:

Once full, seal the box with adhesive tape, close the box and securely tape bottom and top.

Step 3:

Request a collection by sending an email with **Subject line – ThermoFisher - Pipette Tip Box Recycling** to uk.veolia.waste.procycle.mailbox@veolia.com

and providing the following information:

- Name of the requesting sites contact person:
- Contact phone number and email of requesting sites contact person:
- Full pickup address, including any specific loading/access instructions or department/location info if applicable:
- Designated email address for pickup:
- Number of boxes to be collected:

Step 4:

Upon receiving your email, we will respond with the following:

- Waste Transfer Note

How to fill the Waste Transfer Note:

- Check "Section A - Details of the waste" are correct.
- Fully complete, sign and date "Section B - Transferor (Current holder / Producer)"

Please email the signed Waste Transfer Note, along with an attached photo of the box and contents to uk.veolia.waste.procycle.mailbox@veolia.com to finalise the pickup request.

Step 5:

Once we have received the necessary information and validated the collection, we will arrange a pickup within 3-5 working days. The courier will bring a shipping label and attach it to the box during pickup. The box must be ready to be handed over to the courier on arrival without waiting time. A failed collection will incur a charge for any subsequent attempts.