



## Packing and Shipping Electronics Safely through the Mail

Rev. 12.14.2023

The Postal Service is ready to transport and deliver your used electronics via the BlueEarth® Federal Recycling Program (FRP). We work hard to get packages to their destinations safely, intact and on time. You can do your part by packaging with purpose to ensure your electronics are received and securely processed. Taking the time to properly prepare items for shipping, by selecting the right size, strength, and shape of your shipping container is a critical step in the overall process.

### ... Packing Instructions ...

#### PACKAGING DO's:

- **Step 1: Select the right box:**
  - It's a good idea to select a box that is slightly larger than the contents.
  - When the box is too small, it can become overstuffed, forcing the box to bend, tear, or break open.
  - If the box is too big, the contents can shift and move inside the box during transportation and possibly break or damage the container.
  - Also, outside stress can cause large boxes to collapse or become crushed.
  - Please note that the FedRecycling Program does not provide boxes.
- **Step 2: Packing materials:**
  - Provide the ideal protection for your package.
  - It's important to reinforce the box from within. The content you place inside might provide some natural reinforcement, but you don't want your content to bear the brunt of the load.
  - Whether you're packing one item or many, you should stuff bubble wrap, crumpled paper or other soft, absorbent materials along the bottom, sides and top of the box.
- **Step 3: Packing the container:**
  - Ship multiple items in each parcel to reduce waste.
  - Add heavier, sturdier items on the bottom and make sure the corners and sides of the box are well braced, but not overstuffed.
  - Ultimately, the shipping content plus the packing materials should fill the entire box.
  - If there are empty spaces within the box, compensate by adding more packing materials.
  - You're also encouraged to include the "to" and "from" information on a card and place it inside box, in the unlikely case the box gets damaged, or the label falls off.
- **Step 4: Reinforce the box:**
  - From the outside, by properly closing the box and adding packing tape, NOT string or ribbon along the folds and edges.
  - You'll want to especially reinforce the bottom so heavy items don't fall through.
  - When adding tape, be careful not to mask any labels.
- **If reusing boxes:**
  - Be sure old labels are covered or removed completely.
  - Be sure the box is sturdy.



## PACKAGING DON'Ts:

- **1: Don't use envelopes:**
  - While there are some sturdy non-paper envelopes (e.g. bubble wrap envelopes) that could safely contain some small electronics, it's better to avoid using envelopes altogether.
  - Never use paper envelopes which can easily break open and contents could be lost.
- **2: Don't overstuff your package:**
  - As other packages/items are placed on trucks your package can break open.
  - Don't exceed the maximum package weight of 70 Lbs.
  - Don't exceed maximum package dimensions (Length plus Girth = Max of 108")
- **3: Don't use fragile old boxes:**
  - No matter how secure your items are, if the box is flimsy, it could break open in transit.

## ... Shipping Instructions ...

### Small Electronics

1. Follow packaging instructions above.
2. Generate and print a USPS Postage Paid label and attached it to your Box (see example label on next pg.)
3. Tape your box shut to reinforce the seams on heavy packages.
4. Give it to your postal carrier, take it to the nearest post office, or schedule a pickup via USPS.com.

### Tips

- *If you can't read your label, we won't be able to either. Please print a new one that is legible.*
- *If it is too heavy to lift, it is too heavy to ship (Max =70 lbs)*

### Please Note:

**We Do Not Accept CRT or Flat Screen Monitors.**



The Federal Recycling Program will securely sanitize and/or destroy any data that is contained on your electronic equipment. To do that, the FRP recycler (i.e. ARCOA) for your small electronics is committed to protecting any data that's on your electronic devices and equipment. Properly packaging your electronics for shipping is a critical step in the process that will help to ensure items are received and securely processed.

### Overview of Applied FRP Data Destruction Standards

- ✓ All devices will be tested to verify the data clearing was successful.
- ✓ Any equipment that does not pass data clearing shall be coded as defective and scrapped for recycling.
- ✓ Hard Drives - Consistent with the data sanitization standards of the Department of Defense, DOD Standard 5220.22-M, and with the aid of DOD approved software for data clearing.
- ✓ Digital equipment memory cards, camcorder tapes, embedded memory devices in smartphones/PDAs/cell phones, DVDs, and CDs - Data sanitization, purging, or destruction practices consistent with the NIST Guidelines for Media Sanitation: Special Publication 800-88, and with the aid of manufacturer approved data clearing software when applicable.

## Example of FRP Postage Paid Label

**UNITED STATES POSTAL SERVICE®**

**NO POSTAGE  
NECESSARY IF  
MAILED IN THE  
UNITED STATES**

**USPS GROUND ADVANTAGE™ RETURN**

ROBERT H  
3300 WASHINGTON STREET  
WAUKEGAN IL 60085

ARCOA GROUP  
263 AMBROGIO DR  
GURNEE IL 60031-3374

**USPS TRACKING NUMBER**  
9202 2901 5016 4900 3940 91

This label is for recycling cell phones, PCs, servers and storage devices.

Sc for Free Package Pickup or to Find a Post Office

**C006**

**SAMPLE**

### Merchant Instructions

Cut On Dotted Line

### Online e-Label Record

**USPS Tracking Number:**

**9202 2901 5016 4900 3940 91**

USPS Ground Advantage™ Heavyweight Return

Print Date: 10/19/2023

**From:** ROBERT H  
3300 WASHINGTON STREET  
WAUKEGAN IL 60085

**To:** ARCOA GROUP  
263 AMBROGIO DR  
GURNEE IL 60031-3374



### QR Code Instructions

Scan QR Code to Request Free Package Pickup or to Find a Post Office to drop off Packages

1. Center the label onto the largest side of the package so that the label information does not wrap around any edge.
2. If not using a self-adhesive label, tape or glue shipping label to the package. **DO NOT TAPE OVER BARCODE.** Be sure all label edges are secured.
3. **DO NOT PHOTOCOPY.** Each shipping label number is unique to the intended shipment and can be used only once. If needed, contact merchant for replacement label.
4. If reusing box or container, remove, cover, or mark out completely any other barcode and address markings.
5. Mail the parcel at a Post Office, drop it in a collection box, leave it with a letter carrier or schedule a free carrier pickup at [usps.com](https://usps.com)



**UNITED STATES POSTAL SERVICE** Thank you for shipping with the United States Postal Service!

Check the status of your shipment on the Track & Confirm page at [www.usps.com](https://www.usps.com)

**Each label can only be used once. Do not make copies!!!**

### ... For Additional Information ...

- For more information about USPS parcel shipping requirements and restrictions, please check out our website at [usps.com/ship/packages](https://usps.com/ship/packages).
- In addition, to see FAQs for the FedRecycling Program, click here to access our website [fedrecycling.com/FAQ](https://fedrecycling.com/FAQ)

