**Step 1:** Unpack the overpack box

Carefully remove shrink-wrap and contents, including A.R.S. return shipping pouch. Overpack box will be reused to return batteries.

**Step 2:** Install liner & pour base layer

Place provided liner into drum and pour in at least a 1/2-inch deep bed of provided vermiculite.

**Step 3:** Bag each DDR battery or device

Bag and seal each DDR battery or device into one of the provided zip bags.

**Step 4:** Place bagged items into can/liner

Place bagged DDR items into can with each completely surrounded by vermiculite on all sides.

**Step 5:** Fill drum

Pour the remaining vermiculite into can liner up to the can rim. Discard any excess vermiculite.

**Step 6:** Seal liner

Pinch and twist the open end of the liner and secure with the provided zip tie.

**Step 7:** Seal Can

Place lid and locking ring onto can. Ensure ring is evenly seated. Tap ring evenly over lid with mallet or hammer. Properly sealed rings will remain on the can and not move when lifted.

**Step 8:** Pack box

Place sealed can into the overpack box and seal with provided tape. Affix provided special permit and caution labels.

**Step 9:** Secure & ship

Remove A.R.S. label from packing list pouch on outside of overpack the box and affix over old shipping label (if applicable), covering it completely. Drop at your UPS location or arrange for pickup.

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**Additional Tips**

- One battery or device per bag
- Total combined battery weight must not exceed 8 lbs. (4kg)
- Packages containing damaged or defective lithium batteries are forbidden from air transport

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The performance certification of this package requires that it be filled, assembled, and used in full accordance with the instructions herein. The use of substitute components or packing methods, or failure to follow the supplied instructions may result in a package that is not compliant with this certification. Instructions valid until revoked or superseded. The special permit for transporting damaged, defective, or recalled lithium batteries is number 20331. A copy of the special permit is maintained at https://www.clsmith.com/wp-content/uploads/2019/09/DOT-SP-20331.pdf