

# SERVICE CO-OP GUIDE

*HOW TO MAXIMIZE FACILITY  
EFFICIENCIES WITH TRC SERVICES*



THE RETROFIT COMPANIES

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# SIMPLY PUT, WE'VE GOT EXPERIENCE

Since the early 1990's TRC has worked with businesses, schools, and other organizations to safely recycling Universal and Hazardous Wastes. Our clients span throughout the Midwest, and due to the unique combinations of services TRC offers, many of them have been with us throughout the past two decades! Our four divisions work together to create a turn-key energy efficiency and recycling service that is unique among electrical contractors and special waste management companies, but what does that mean?

This means that TRC can analyze your facility, make lighting upgrade recommendations, complete paperwork for available rebates, install the new system, safely recycle the old parts, help with maintenance or warranty

issues and even offer new products when the time comes. We are able to step in as a partner at any stage of this service cycle. As a TRC client you benefit from having one trusted vendor who is familiar with your facility, your employees, and your needs. We strive to provide each customer with comprehensive environmental solutions and resource management by instituting energy saving and recycling systems.

Some of our longest client relationships are with the schools and educational institutions who use all of our services or just a single division. TRC has been very fortunate to have these relationships and look forward to developing these systems to help Service Co-op members with their continued success!







# ONE VENDOR / MANY SERVICES

In addition to 25 years of industry experience, TRC provides an array of expertise in environmental and energy-efficiency services. **In a nutshell, you can call TRC for questions or services in the following areas:**

- **Universal Waste Recycling:** Fluorescent Lamps, Batteries, Ballasts, Computers, Televisions, Electronics, & Mercury Waste.
- **Hazardous Waste Disposal:** Everyday maintenance and custodial chemicals, paint wastes, and all types of Science lab chemical waste. We offer full-service chemical and lab cleanouts.
- **Energy Efficiency Consulting:** Our staff of lighting consultants knows how to make your facility work better for you, while cutting energy usage and overhead costs.
- **New Lighting Supplies:** TRC can price replacement lamps, ballasts, as well as new fixtures very competitively, and ship them right to your door.

# BENEFITS OF WORKING WITH TRC:

- Universal & Hazardous waste Recycling Expertise
- Discounted Pricing for recycling services
- Direct access to TRC's energy efficiency consultants
- New Lighting Supply purchasing direct from TRC
- MN Service Co-op Members Only webpage offers access to information regarding lighting, energy efficiency, recycling, and waste management resources.

## CONTACT US: EXISTING TRC CUSTOMERS

### CONTACT NICOLE ANY TIME FOR SERVICES

**Nicole Howe**

[nhowe@retrofitcompanies.com](mailto:nhowe@retrofitcompanies.com)

Direct 651-717-4958 or Toll free 800-795-1230

### CO-OP PORTAL ON TRC WEBSITE CAN BE FOUND AT

<http://info.retrofitcompanies.com/service-coop>





# CONTACT US: NEW TRC CUSTOMERS

Geoffrey Dickinson : Outstate MN & South Dakota

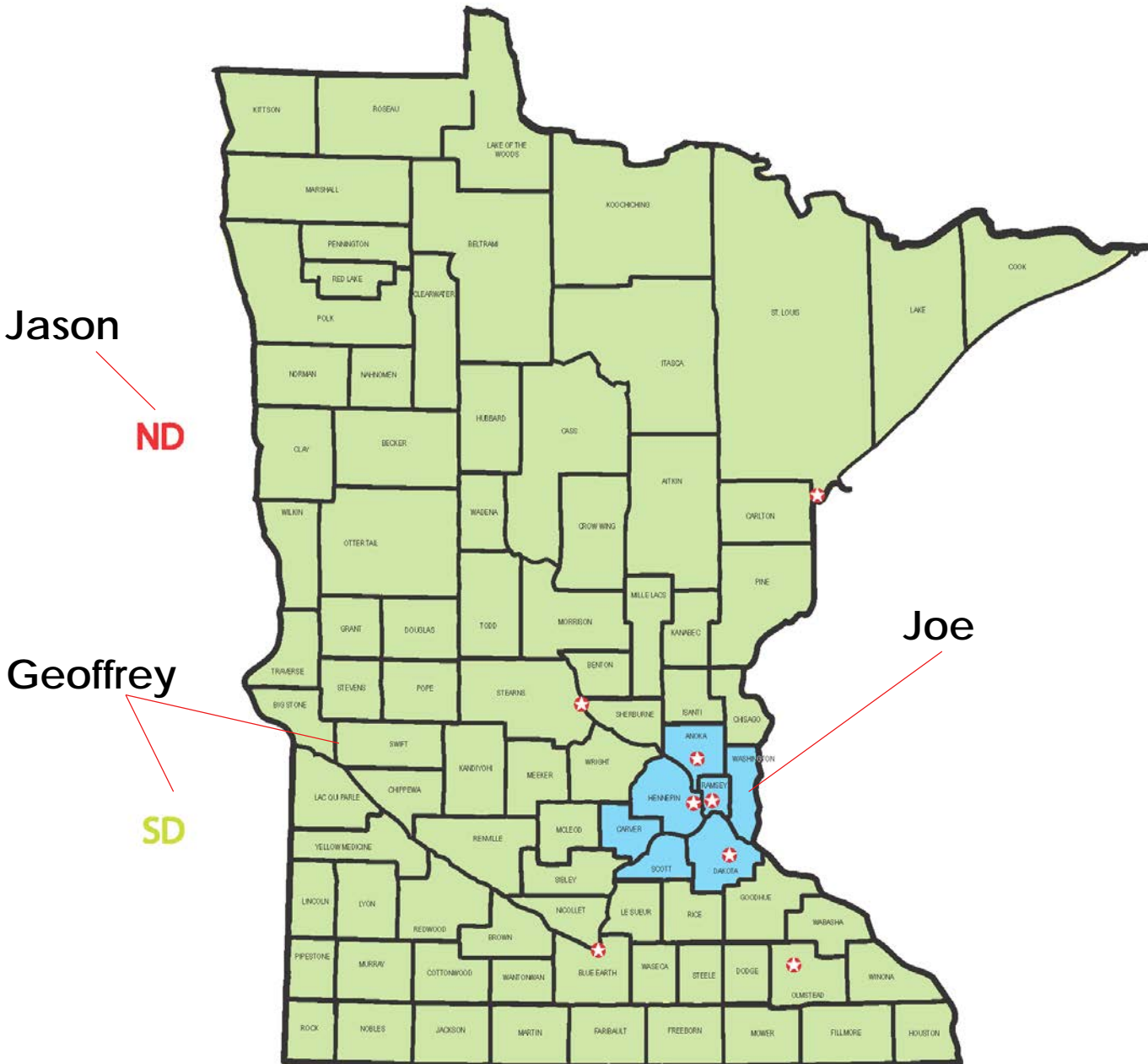
[gdickinson@retrofitcompanies.com](mailto:gdickinson@retrofitcompanies.com) Direct 651-717-4740 or Toll free 800-795-1230

Joe Freed : MN Metro Area

[jfreed@retrofitcompanies.com](mailto:jfreed@retrofitcompanies.com) Direct 651-279-0325 or Toll free 800-795-1230

Jason Brewer : North Dakota

[jbrewer@retrofitcompanies.com](mailto:jbrewer@retrofitcompanies.com) Direct 507-414-5119 or Toll free 800-795-1230



CO-OP PORTAL ON TRC WEBSITE CAN BE FOUND AT  
<http://info.retrofitcompanies.com/service-coop>

# UNIVERSAL & HAZARDOUS WASTE RECYCLING

Since 1992, TRC has handled thousands of recycling and special waste customers throughout the United States. Our customers include industrial companies, small businesses, hospitals, schools, grocery stores and churches! You name it; we've worked with them. As one of the largest hazardous waste transporters in the country, our goal is to provide a quality service that makes recycling your hazardous materials safe and simple while meeting all state and federal regulations. We provide convenient packaging, pickup from your location, handle all required EPA Paperwork on your behalf and issue a Certificate of Recycling upon invoicing. TRC is your turnkey recycling solution!

## PRE-PAID RECYCLING SERVICES

Convenient, DOT approved containers come with prepaid shipping labels and are available in several sizes to fit your recycling needs. Insurance and liability protection and certificates of recycling are standard with every package. On-line ordering available. One payment handles shipping & recycling! Perfect for small quantities of fluorescent lamps, batteries, ballasts and mercury devices.

**Alleviating your environmental and safety concerns when it comes to properly handling your special wastes is our priority.** You receive comprehensive service: from assistance with material inventories to legal documentation and approved packaging. In addition to proper shipping procedures and an extensive network of processing options, your needs are covered.



### FLUORESCENT LAMPS

Fluorescents: U-Bend, Compact, Circular, Shatter-shield, Built-in Ballast, Crushed or Broken bulbs  
HID's: Metal Halide, Mercury Vapor, High Pressure Sodium



### MERCURY

Mercury Devices: Manometers, Relays, Mercury Switches, Thermostats, Thermometers.  
Debris: Broken Mercury items, Mercury cleanup kits, contaminated linens or flooring, etc. and Liquid Mercury



**BATTERIES** Alkaline, Nickel Metal Hydride, Nickel Cadmium, Lead Acid, Mercury Oxide, Silver Oxide, Lithium



**ELECTRONICS** Computer Monitors, Keyboards, CPUs, Printers, Fax Machines, etc.



**PCB MATERIALS** Ballasts and Capacitors Transformers: (Pole Mount, Pad Mount, Sub-Station)  
Concentrations of <50ppm, 50-499ppm, >500ppm



### HAZARDOUS MATERIALS

Latex/Oil Paints, Cleaners, Solvents, Thinners, Waste Oils, Acids, Caustics, Inks, Adhesives, Poisons, Oxidizers, Boiler Chemicals, Chemo Waste, Dental Amalgam, Drummed/Other Chemicals. Lab Pack Service: Flammable, Non-Hazardous, Aerosol, Spill Kits, etc.

# THE RETROFIT COMPANIES

RECYCLING PRICE LIST FOR

## 2017-CPC-MN, SD, ND SERVICE COOP

EXPIRES DECEMBER 31<sup>ST</sup>, 2017

QUOTED ON DECEMBER 2016

QUOTED BY JAKE ANDRIST

CONTACT TO SCHEDULE A RECYCLING PICK UP

OWATONNA OFFICE- (507) 455-2181

LITTLE CANADA OFFICE- (651) 766-7422

TOLL FREE- (800) 795-1230 OR (800) 274-1309

OR SUBMIT A REQUEST ONLINE AT

[www.retrofitcompanies.com/request-a-recycling-pickup.php](http://www.retrofitcompanies.com/request-a-recycling-pickup.php)



- FLUORESCENT, HID, AND LED LAMPS
- BATTERIES
- MERCURY DEVICES & DEBRIS
- TVS (CRT AND FLAT)
- COMPUTERS AND MONITORS
- ELECTRONIC EQUIPMENT
- APPLIANCES
- PCB & NON-PCB BALLASTS
- CAPACITORS
- TRANSFORMERS
- PCB SOIL & DEBRIS
- HAZARDOUS WASTES
- CHEMICAL WASTE LAB PACKS
- PAINTS & SOLVENTS
- FLAMMABLE AEROSOLS
- CHEMICALS & POISONS
- TOXIC LIQUID & SOLIDS
- CLEANERS & DETERGENTS
- OILS & FILTERS
- ABSORBENTS
- GLYCOL WASTE AND COOLANT
- LABORATORY WASTES
- PHARMEACUETICAL WASTES
- PRE-DEMOLITION AND SERVICE WORK
- TANK MAINTENANCE AND CLEAN-OUTS
- WASTE TESTING
- EDUCATION & TRAINING

LAMPS		
4' & UNDER FLUORESCENT LAMP	\$0.27	EA
OVER 4' FLUORESCENT LAMP	\$0.45	EA
COMPACT FLUORESCENT LAMP	\$0.45	EA
CIRCULAR FLUORESCENT LAMP	\$0.45	EA
HIGH INTENSITY DISCHARGE LAMP (HID)	\$1.25	EA
SHATTER SHIELD FLUORESCENT LAMP	\$1.55	EA
U-SHAPED FLUORESCENT LAMP	\$0.45	EA
INCANDESCENT / HALOGEN LAMP / LED LAMPS	\$0.25	EA
BROKEN FLUORESCENT LAMP	\$1.00	LB
UV LAMP	\$4.00	EA
NEON LAMP	\$4.00	LB
MERCURY		
LIQUID MERCURY	\$50.00	LB
MERCURY CONTAINED IN ARTICLES	\$8.50	LB
MERCURY DEBRIS (REQUIRES HAZ MANIFEST)	\$8.50	LB
ELECTRONICS & APPLIANCES		
CRT, LCD, AND ALL OTHER TVS & MONITORS	\$0.25	LB
CPU's, LAPTOPS, PRINTERS, ALL OTHER MISC. E-WASTE	\$0.25	LB
HOUSEHOLD APPLIANCES AND MICROWAVES	\$25.00	EA
BATTERIES – batteries not sorted and taped subject to fees		
ALKALINE BATTERIES	\$0.75	LB
SEALED LEAD ACID BATTERIES	\$0.45	LB
NICKEL CADMIUM/METAL HYDRIDE (NI-MH) DRY	\$0.95	LB
NICKEL CADMIUM/METAL HYDRIDE (NI-MH) WET	\$0.95	LB
MERCURY BATTERIES	\$5.25	LB
LITHIUM BATTERIES	\$4.95	LB
CAPACITORS & BALLASTS		
SM PCB CAPACITOR (REQUIRES HAZ MANIFEST)	\$1.25	LB
PCB BALLASTS (REQUIRES HAZ MANIFEST)	\$0.90	LB
NON-PCB BALLASTS FOR RECYCLING	\$0.20	LB
SM NON-PCB CAP INCINERATION	\$1.00	LB
PACKAGING		
4' LAMP FIBER BARREL (REFUNDABLE) 4' LAMPS	\$30.00	EA
2' LAMP FIBER BARREL (REFUNDABLE) COMPACT & U	\$40.00	EA
4' LAMP BOX (100 T12)	\$4.50	EA
8' LAMP BOX (30 T12)	\$6.50	EA
UN1A2 DOT STEEL OPEN HEAD DRUM	\$40.00	EA
GAYLORD BOX (CUBIC YARD)	\$20.00	EA
UN 1.25 GALLON POLY PAIL	\$7.50	EA
UN1H2 5 GAL PLASTIC PAIL W/COVER	\$15.00	EA
UN1H2 14 GAL OH PLASTIC DRUM	\$40.00	EA
UN1H2 30 GAL OH PLASTIC DRUM	\$62.00	EA
55 GAL OH POLY DRUM W/ COVER	\$40.00	EA
TRANSPORTATION		
Commercial Pick-up is FREE with 300+ units. (1 Unit = 1 item, 1 LB)		
Mobilization Fee w/o Minimum:		
\$35 (Twin Cities Metro) \$100 (Outstate MN, ND, SD)		
Labor \$42.50/hr. (First 30 minutes FREE)		
\$29.75 Fuel Surcharge on all Invoices (Fuel Surcharge subject to change)		



# STATE CONTRACT VS TRC PRICING

Below we break down a sample recycling order for 300 four foot fluorescent lamps. One order has MN State Contract pricing and the other uses TRC Service Co-op pricing, **and even though TRC recycling costs per lamp are higher on this particular item you will see that savings are achieved with TRC service because of lower transport fees.** Be assured you take all variables into consideration when you are comparing these contracts.

TRANSPORTATION/PICK-UP CHARGES	Zip Code (starting in:)		MN State Contract	TRC
Zone 1	550, 551, 553, 554, 555	Twin Cities Metro Area	\$41.50	\$29.75
Zone 2	559, 560, 562, 563	Southeast MN	\$57.50	\$29.75
Zone 3	561, 564	Southwest MN	\$70.25	\$29.75
Zone 4	556, 557, 558, 565	Northeast MN	\$81.25	\$29.75
Zone 5	566, 567	Northwest MN	\$92.50	\$29.75
North Dakota			Not included in MN State Contract	\$29.75
South Dakota			Not included in MN State Contract	\$29.75
<b>RECYCLING CHARGES (Sample)</b>				
300 each, 4' and under fluorescent lamps			300 lamps x <b>\$0.18 each</b> = \$54	300 Lamps x <b>\$0.27 each</b> = \$81
<b>TOTAL PICK-UP AND RECYCLING CHARGES</b>				
Zone 1	550, 551, 553, 554, 555	Twin Cities Metro Area	\$95.50	\$110.75
Zone 2	559, 560, 562, 563	Southeast MN	\$111.50	\$110.75
Zone 3	561, 564	Southwest MN	\$124.25	\$110.75
Zone 4	556, 557, 558, 565	Northeast MN	\$135.25	\$110.75
Zone 5	566, 567	Northwest MN	\$146.50	\$110.75
North Dakota*			Not included in MN State Contract	\$110.75
South Dakota*			Not included in MN State Contract	\$110.75

\*western half of state may subject to additional transportation fees

			SAVINGS WITH TRC
Zone 1	550, 551, 553, 554, 555	Twin Cities Metro Area	<b>-\$15.25</b>
Zone 2	559, 560, 562, 563	Southeast MN	<b>\$0.75</b>
Zone 3	561, 564	Southwest MN	<b>\$13.50</b>
Zone 4	556, 557, 558, 565	Northeast MN	<b>\$24.50</b>
Zone 5	566, 567	Northwest MN	<b>\$35.75</b>
North Dakota*			Service available from TRC ONLY
South Dakota*			Service available from TRC ONLY

## BATTERIES

**DOT REGULATION:** Each Battery Type must be packaged separately in sealed UN Approved, plastic containers with secured lid, for transportation in a manner that prevents short circuits and damage to the battery or its terminals. This may be achieved by packing each battery in fully enclosed inner packaging made of non conductive material or separating the batteries from each other and other conductive material in the same package and pack to prevent damage and shifting while in transport. **PLEASE ASK YOUR TRC REP FOR A COPY OF OUR BATTERY RECYCLING GUIDELINE DOCUMENT FOR FULL RULES.**



## ELECTRONICS



## PCB & NON-PCB BALLASTS



3/4 filled. DOT Approved Steel Drums with Lid or Sealed poly drum.  
**NO boxes, or bags.**



## FLUORESCENT LAMPS



DOT Approved Corrugated Boxes, or Returnable Fiberboard Drums  
**NO open boxes or boxes with lamps hanging out. DO NOT tape lamps.**



## MERCURY DEVICES



Gaylord Boxes, Neatly Stacked & Shrink wrapped Pallets  
**NO broken or over-filled boxes, no uncontainerized materials.**

Sealed Leak-proof poly container or sealed PVC tubing with packing material.  
**NO Cardboard boxes, Jars, Bags or Un-approved containers.**



# E-WASTE & DATA SECURITY

Important data reside on your computer equipment. Don't let this information get into the wrong hands! We provide guaranteed protection of your data with an end-of-life solution that shreds your hard drives, leaving data irretrievable. With TRC, rest-assured your sensitive information destruction needs are met with care.

## PROTECTING YOUR LIABILITY

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- **No Landfill Policy** for all recyclable items.
- **Responsible Recycling Practices**, TRC partners are fully vetted members of R2, e-stewards, ISO14001, OHSAS 18001, and NIST standards for data destruction.
- TRC's partners have over 100 years in operation, and can shred 10,900 units per hour.
- Clients requiring hard drive wiping, through our highly accredited partners, we offer data destruction compliant with government NIST Special Publication 800-88 (Guidelines for Media Sanitization) as well as FERPA, HIPAA, SOX, and FACTA.
- A Certificate of Destruction is available if required.



[www.retrofitcompanies.com/electronics-recycling](http://www.retrofitcompanies.com/electronics-recycling)

TRC's full-line, environmentally sound electronics recycling service for most electronic equipment found at your facility, includes most e-waste:

- Monitors/TV's
- PC's/ Laptops
- Printers/ Copiers
- Tablets
- Telephone Equipment
- Circuit Boards/ Hard Drives
- UPS Systems
- E-scrap (mice, keyboards, etc.)
- *Items you may not recognize!*



## FROM START TO FINISH

The Retrofit Companies handles all your Universal waste needs. You receive high quality customer service, with professionals to answer your questions. TRC is the solution you have been looking for. **Call us today to learn the value added services to streamline your day.**

# ENVIRONMENTAL SERVICES HOW TO



The Retrofit Companies offers two solutions within our Environmental Services department so that our clients can select the method that works best for them, their schedules, and their budgets. For guidance or to schedule your waste shipment, contact your TRC representative and get started with your clean-up today!

**OPTION 1:** You provide an itemized inventory, SDS Sheets, and specific information on how waste is packaged to your TRC representative. Then your rep provides a QUOTE for disposal, based on the inventory you provided. If TRC labor is needed to help prepare your waste for shipment, that will be listed in the quote.

**Need help getting started with this option? Use our Inventory Kit to help you organize your shipment:**

<http://info.retrofitcompanies.com/hazardous-waste-inventory>

**OPTION 2:** The easier solution. Call your TRC representative and schedule our Environmental Services Team to come out and make it all go away! Give us a general idea of the wastes you have on-site so we can prepare proper packaging materials. Fees for labor, packaging, transportation, and disposal apply.

**For all options, you receive superior customer service, safe waste handling, and proper waste documentation upon completion of your waste shipment.**



# CHEMICAL CLEAN UP IN SCHOOLS

TRC's Environmental Services Division offers all the help you need from identifying and creating an inventory of your waste to packaging, pick-up and earth-conscious disposal options. You benefit by having one trusted vendor to contact with any concerns. Our service even provides necessary legal documentation required to complete your chemical clean-up, from Start to Finish!

Every year, throughout the country, hundreds of thousands of dollars are spent on school incidents involving chemicals such as spills and fires. These incidents involve potentially dangerous chemicals which, in some cases, had been unused for more than thirty years. In addition to financial costs, these spills may also cause school closures that result in a loss of valuable education time. Let TRC help bring safety and compliance to your school labs.

## CONSIDER THESE STEPS FOR SAFETY IN YOUR FACILITY

- **Remove** potentially harmful chemicals from schools
- **Store** chemicals by class and in appropriate storage units
- Properly **dispose** of chemicals in the future
- **Restrict** access to chemicals
- **Change** purchase practices (e.g. do not buy "high risk" chemicals, buy smallest quantity needed)
- **Do not** accept donated chemicals
- **Learn** spill procedures and have kits available for major hazardous chemical classes
- Use lab kits (pre-mixed chemicals in quantities sufficient for use by individual class)
- **Adopt** micro-scale or green chemistry approaches to laboratory experiments.
- **Commit** to making entire facility (not just laboratory) mercury-free.

For more information on chemical waste spill clean up and remediation, visit <http://www.retrofitcompanies.com/chemical-waste-clean-up>

# TOP 40 CHEMICAL OFFENDERS

CHEMICALS THAT HAVE BEEN FOUND TO BE A PROBLEM IN MANY SCHOOLS

ACETIC ACID	flammable liquid; corrosive
ACETYL CHLORIDE	dangerous fire risk; violent with water
ADIPOYL CHLORIDE	corrosive
ALUMINUM CHLORIDE, ANHYDROUS	violent with water
AMMONIUM HYDROXIDE	respiratory hazard; severely corrosive
ANILINE SEVERELY	toxic
ANTIMONY PENTACHLORIDE	corrosive; reacts with organics
ANTIMONY TRICHLORIDE	corrosive
ARSENIC TRIOXIDE	known carcinogen; severely toxic
BENZENE	known carcinogen
BENZOYL	chloride heating releases phosgenes; reacts violently with water, alcohol,
BENZOYL PEROXIDE	flammable and explosive; reacts violently with bases
BENZYL ALCOHOL	reacts violently with oxidants
BROMINE	toxic by inhalation and ingestion; oxidizer; reacts violently with organics
BUTYRIC ACID	stench agent; lachrymator
CADMIUM, CADMIUM SALTS	known carcinogens
CALCIUM CARBIDE	evolves acetylene with water; fire risk
CARBON DISULFIDE	severe fire risk
DIOXANE	carcinogen
ETHER	peroxidizable; flammable
*FORMALDEHYDE	alleged carcinogen
*HYDROCHLORIC ACID	severely corrosive
HYDROGEN PEROXIDE, 30%	readily decomposes with almost anything
LITHIUM, METAL	alkali metal; flammable solid
MAGNESIUM, METAL,	powder flammable solid
MAGNESIUM PERCHLORATE	oxidizer; dangerous in combination with organic material
MERCURY	severely and subtly toxic
NITRIC ACID	strong oxidizer
PERCHLORIC ACID	contact with organics results in explosion
PHOSPHORUS, YELLOW/WHITE	flammable solid; self-ignition possible evolving dangerous phosphorous
PICRIC ACID	when dry, an explosive
POTASSIUM	peroxidizable; flammable solid
POTASSIUM/SODIUM CYANIDE	severely toxic
POTASSIUM PERMANGANATE	oxidizer; explodes on sudden heat
SEBACOYL CHLORIDE	corrosive; eye irritant
SODIUM	flammable solid
SODIUM AZIDE	decomposes explosively; toxic
SODIUM PEROXIDE	explosion/fire risk in combination with powdered metals and organics;
SULFURIC ACID	severely corrosive

\*fumes of hydrochloric acid and formaldehyde, when mixed, form the known carcinogen chloromethoxychloromethane.



# INDUSTRIAL TANK CLEANING SERVICE

*CHEMICALS THAT HAVE BEEN FOUND TO BE A PROBLEM IN MANY SCHOOLS*

What are the different kinds of tanks that need tank cleaning service? These three types might be found in your facility.

1. **Neutralization Tanks**
2. **Holding Tanks**
3. **Maintenance Equipment/Tanks**

If you do have them, TRC clean-up or maintenance services are right for you. Whether you require regular cleaning service, or have equipment being removed that needs special attention, TRC's service can address those needs. You can read descriptions for each type on this site page.

<http://www.retrofitcompanies.com/industrial-tank-cleaning>

To start your project with TRC, get our Tank Cleaning Profile Form

<http://info.retrofitcompanies.com/industrial-tank-cleaning-profile-form>



# GET THE HAZ WASTE INVENTORY KIT

The kit includes a reusable list template you can print out. In order to properly dispose of Hazardous Wastes, **most disposal companies require a cataloged list of your waste.** This reusable guide makes it easy to get all that information organized. Of course, you can simply contact a TRC representative to get started, but we find this is a helpful tool, too!

## Download the inventory & you receive:

- A two page users guide to accurately inventory waste
- MSDS (Material Safety Data Sheet) Quick Facts
- 3 ways to Find MSDS Sheets you need



**VISIT THIS TRC WEBPAGE TO  
DOWNLOAD THE KIT**

[HTTP://INFO.RETROFITCOMPANIES.COM/HAZARDOUS-  
WASTE-INVENTORY](http://info.retrofitcompanies.com/hazardous-waste-inventory)

# REQUEST A RECYCLING PICK UP

You can request a pick-up using any of these three simple methods, whichever works for you:

- 1) Call your rep 800-795-1230. (Who is your rep? See page 5 & 6)
- 2) Email your rep & they'll contact you to confirm.
- 3) Submit a request online! Go to <http://info.retrofitcompanies.com/recycling-pick-up-service> complete the short form & a TRC rep will confirm.

**For additional information, documents, or to contact us and download a copy of this handbook, visit the portal online:**

**CO-OP PORTAL ON TRC WEBSITE  
CAN BE FOUND AT**

**[HTTP://INFO.RETROFITCOMPANIES.COM/SERVICE-COOP](http://info.retrofitcompanies.com/service-coop)**





Visit [www.retrofitcompanies.com](http://www.retrofitcompanies.com) for more information & download our free ebook, "How Much Does a Retrofit Cost?"