Smaller Shipments

1) Small shipments of electronics do not have to be palletized. Electronics just need to be packaged in cardboard boxes.

Boxes of electronics sent in from rural communities

A computer packaged in the original box

2) If still available, package your electronics in their original boxes. If the original box is no longer available, any other cardboard box will do.

3) If packaging a TV or computer monitor, be sure to add some padding to lessen the risk of breaking. Padding may also be used on other electronics if needed.

Newspaper used as padding

Miscellaneous electronics

4) Please do not send miscellaneous office equipment, or other non-electronic items such as binders, notebooks, towels, etc. Please only send items mentioned on Total Reclaim's electronic recycling list (see Appendix). If you need more information on what Total Reclaim can recycle please call (907) 561-0544.

5) If your area has a regional hub, check to see if electronics are being staged for backhaul. Boxes of electronics may also be sent to Total Reclaim directly.

Unacceptable material

Pallatizing Miscellaneous Electronics

Many times what may seem like a lot of material can actually be consolidated into a small area. This is the advantage of packaging miscellanous electronics on pallets.

Electronics waiting to be palletized

A pallet and spare boxes

1) Begin by placing a pallet in an open work area. If available, boxes may be used for smaller items (such as mice, keyboards, and cords). Boxes also work well for odd-shaped material (such as printers) which would otherwise be difficult to stack.

2) Place heavy and flat items on the pallet first. This will build a strong, stable foundation.

Workers placing the flattest items on the bottom layer

3) Continue building up the pallet of material. A good stopping point is when the material is between waist and chest height.

Building up the pallet

4) Use stretchwrap to hold the material in place. 80-gauge strechwrap works well for wrapping electronics. To tightly wrap the pallet, pull the stretchwrap tight as you go around the corners. When finished wrapping, give the material a push to check how tightly bound it is. Continue wrapping if needed.

Finishing off a pallet by tightly securing it with stretchwrap

Palletizing Similar Electronics

If a large quantity of electronics has been collected, then it may be possible to palletize computer monitors, televisions, computer towers separately.

Palletizing Computer Monitors

1) Begin placing computer monitors on a pallet. Start with one on each corner and one in the middle, all positioned facedown. Try to use the monitors with the flattest faces and backs for the first layer. **Optional**: Remove the monitors' bases and cables if it makes stacking easier. Cables and bases can also be boxed and shipped to Total Reclaim for recycling.

Five facedown monitors

2) Next, place monitors face up between face down monitors. The curves in the monitors should allow them to fit together snugly (see below).

Monitors will normally fit together nicely when using the face up/face down pattern

3) Start the second layer, placing the monitors the same way as the first layer. Next, use stretchwrap to secure the load. 80-gauge strechwrap works well for wrapping monitors. To tightly wrap the pallet, pull the stretchwrap tight as you go around the corners. When finished wrapping, give the stack a push to check how tightly bound it is. Continue wrapping if needed.

One the monitors are two rows high, the stack can be wrapped

Optional: Start third layer, by placing the monitors the very same way as the first and second layers. The monitors can be stacked 3-rows high for efficiency in transporting. However, monitor stacks with three layers tend to be more unstable and are at greater risk of collapsing while in transit. *Only attempt stacking monitors 3-rows high if you are capable of securing them tightly to the pallet.*

Tightly wrapped triple-stack of monitors

Palletizing Televisions

1) Begin by placing a pallet in an open work area. If available, place the most flat, box-like televisions on the first layer. Typically, four televisions will fit on the first layer.

A foundation of four flat-topped televisions

2) Secure the first layer with strech wrap. 80-gauge strechwrap works well for wrapping electronics. *Be certain the first layer is wrapped and secure before starting a second layer!*

Securing the first layer of televisions

Two layers of televisions ready to be wrapped

3) Stack a second layer of televisions on top of the first. Don't rush this step. Plan out where you want to fit the remaining televisions. *Be very careful not to allow televisions to fall and break the screens.*

4) Secure the pallet with stretchwrap. To tightly wrap the pallet, pull the stretchwrap tight as you go around the corners. When finished wrapping, give the material a push to check how tightly bound it is. Continue wrapping if needed.

Wrapping to secure the television pallet for shipping

Palletizing Computer Towers

1) Begin by placing four computer towers on each corner of the pallet. Be sure that these towers are placed flat on the pallet (see below). Don't worry if towers are missing parts, or pieces fall off. Tower parts that fall off can be boxed and shipped to Total Reclaim for recycling.

Four computer towers on each corner of the pallet

Filling in gaps between towers

2) Fill in the narrow spaces by placing computer towers upright between the towers in the corners.

3) Continue stacking the computer towers. Stack the towers flat on the corners and upright within the gaps. A good stopping point is when the towers are between waist and chest hieght.

Building up a computer tower stack

Finished stack ready to be wrapped

4) Use stretchwrap to secure the load. 80-gauge strechwrap works well for wrapping computer towers. To tightly wrap the pallet, pull the stretchwrap tight as you go around the corners. When finished wrapping, give the material a push to check how tightly bound it is. Continue wrapping if needed.

Wrapping to secure the computer tower stack for shipping

Other Electronics

Other similar electronic equipment may be palletized. Just remember to start with a strong, sturdy foundation and work up to no higher than chest height. The photo on the right is of a pallet of printers.

Any left over electronic equipment can also be palletized follow the steps in "*Palletizing Miscellaneous Electronics.*"

An example of a palletized stack of printers