

Ceilings Recycling Program

For many years, CertainTeed has implemented programs for protecting and improving the environment with an ongoing corporate goal of building responsibly. With this philosophy in mind, CertainTeed operates a program across North America that includes the recycling of ceiling panels. The following outlines the program:

1. **Acceptance or rejection of panels for the recycling program will be determined solely by CertainTeed.**
 - No additional steps should be performed until notification of acceptance is provided by CertainTeed.
2. **Panels CANNOT be accepted if they:**
 - a) *Have vinyl or foil adhered to front or back*
 - b) *Contain materials or components differing from current raw materials used in the production of new CertainTeed products (i.e., borates, wood fiber, cane fiber, gypsum, etc.)*
 - c) *Contain asbestos*
 - d) *Contain unacceptable levels of hazardous materials, VOCs (i.e., formaldehyde, etc.)*
 - e) *Contain the presence of odor, mold, mildew, or other contaminants*
 - f) *Were manufactured prior to 1980*
 - g) *Contain paint not applied by the original manufacturer*
 - h) *Have been painted with dark or metallic paint*
3. **The new panels being supplied to the project must be manufactured by CertainTeed.**
4. **The return quantity from the project cannot be greater than the new quantity purchased for the project.**
5. **Panels can be those manufactured by CertainTeed or other reputable manufacturers where technical specifications are available.**
6. **Samples of each ceiling type proposed for return must each have an original manufacturer's production code date visible on the back side of the panel. These panels are then to be forwarded to CertainTeed Technical Development Center in Malvern, Pennsylvania for evaluation and approval. (See "Testing Procedure Requirements" below)**
 - *Any material delivered to the plant not matching the samples sent for evaluation/approval **will forfeit the recycling project** and the material will be returned to the customer at their expense.*
7. **Panels must be clean, dry, and generally full size.**
 - a) *They must be stacked on 4'x4' pallets to 4-ft. tall each and secured with plastic wrap or quality bands.*
 - b) *Product must be stacked 2-pallets high and be secured on trailers to prevent shifting in transit.*
 - c) *It is the recycler's responsibility to ensure that trailers of approved ceiling materials are loaded correctly.*
8. **CertainTeed, directly or through their distributor, will arrange for full trailers of approved material, which is defined as forty-four (44) 4'x4' pallets, stacked in accordance to item #7 above. Alternatively, the sender may arrange for delivery to the designated CT plant.**
9. **This program is intended for the continental United States and Canada only.**

Testing Procedure Requirements

It is the responsibility of the CertainTeed representative, upon site inspection, to complete a Ceilings Recycling Program Testing and Certification Form. The completed form and all supporting materials, including a Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS), must accompany the material submitted for testing.

Send two unbroken 2' x 2' project samples* of each ceiling type proposed for recycling to:

CertainTeed / Malvern Innovation Center
Attn: Ceilings Recycling Program
18 Moores Road
Malvern, PA 19355

**It is required that each panel sample has the manufacturer's production code date visible on the backside.*
Upon the completion of testing, the customer will receive written notification of the results.

Testing & Certification Form

Ceilings Recycling Program

The following information must be included inside the package along with the relevant ceiling panel samples being shipped to the CertainTeed's Malvern Innovation Center (MIC):

- This form (completed in its entirety, printed and placed inside the sample carton)
 - Email a copy to [CT Technical Services](#) and CT Sales Rep (safety in duplication).
 - Please also include tracking information for the samples to the above email address.
- A Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) for each ceiling type.
- All available documents (or copies) from the building owner indicating manufacturer, manufacturing date of material, and installation date.

Ship-To Address:

Attn: Sandhya Rukmani
Ceilings Recycling Program
18 Moores Road
Malvern, PA 19355

1. Date Samples for Testing Shipped:

Method Shipped:

Tracking #:

**Any material delivered to the plant not matching the samples sent for evaluation/approval will forfeit the recycling project and the material will be returned to the customer at their expense.*

2. CT Sales Rep:

3. Job Site/Removal Site Location:

4. Customer/Company Name:

Street address:

City; State/Prov; Zip/Postal Code:

Contact Name:

Contact Tel:

Contact Email:

Types of NEW CT product being purchased (i.e. which ceiling panels and grid systems)

A.

B.

C.

D.

5. Amount of material purchased (SF):

**CertainTeed Ceilings will not accept more material for recycling than what was purchased by this customer for this job site.*

Total Expected to be Recycled in SF:

Expected approx. number of pallets:

Size & quantity of each type to be recycled:

Additional info/comments: