Steps for Backhaul Setup

Step 1 - Figure out your inventory.
www.zendergroup.org/docs/backhaul_inv.docx
www.zendergroup.org/docs/avg_annual_generation_future_backhaul.xls

Step 2 – **If needed**, **prepare the backhaul material for safe storage**. If you have any unsafe materials, or you need them out of the way, store them while you work on the rest of the steps. For example, store batteries off the ground and in a covered space.
www.zendergroup.org/reuse_shed.html

Step 3 - Contact your vendor—that means the company that you are sending your materials/waste to.

- Ask about their packaging or other requirements
- Set up an account and negotiate rates. You might have to pay them to take materials, or they may pay you if the materials are valuable. If you get a good rate that isn't offered to everyone, be sure to get it in writing.
- Ask for suggestions for transport companies
- Find out if they can pick up from the port or airport

www.zendergroup.org/docs/backhaul_transport.pdf
www.zendergroup.org/docs/recycling_buyback.pdf
www.zendergroup.org/docs/Who_to_contact_for_backhaul_assistance.pdf

Step 4 - **Contact your transporter**

- Ask about their packaging, labeling, and paperwork requirements
- Negotiate a rate that you pay them (or try to get it free of charge!). If you negotiate a discounted rate, be sure to write down their names and get it in writing with an agreement from them as soon as you can.
- Work out a schedule for getting the material to them
- Find out if they can deliver all the way to the vendor. If not – you'll need to find a middleman transport company, or another kind-hearted company or person, to pick it up from the port or airport (or train station) and deliver it to the vendor.

www.zendergroup.org/docs/backhaul_transport.pdf
www.zendergroup.org/docs/moa_backhaul.docx
www.zendergroup.org/docs/backhaul_trans_requestletter.pdf

Step 5 - Contact the vendor to let them know when the material will arrive

Step 6 – **Package and stage the material, if you haven't already done so**

- Label properly:
  - include name, address, and contact info for *you*, and
  - include name, address, and contact for the *vendor*

www.zendergroup.org/packing.html
www.zendergroup.org/docs/backhaul_supplies.pdf
www.zendergroup.org/labels.html
www.zendergroup.org/ship_forms.html
www.zendergroup.org/backhaul_videos.html