

Collector Webinar

December 19, 2017



Discussion Points

- Key Reminders – Reporting, Registration, and Contract Extensions
 - Registration Details
- Allocating space and separating covered/non-covered
 - Capacity and compensation levels
- Highlights from updates to *Procedure for Environmentally Sound Management of Electronic Devices (Procedure)*



Reminders

- Reporting through ReTrac due January 31, 2018
 - More info from ANR in January 2018 on the requirements
 - Questions? Contact Becky Webber, 802-522-3658
rebecca.webber@vermont.gov
 - Around January 15th, NCER will send full year 2017 reports to each collector, data also available in online system – look for email from
robert@electronicsrecycling.org
- Registration – no re-registration required for PY7 (Jan-Dec 2018)....
 - BUT, verify details and make changes, especially for sorting/non-sorting, capacity for covered, and company contacts



SSP Contract Extensions

- Simple one-page amendment to existing contracts coming this week
- NO CHANGES to terms, just extends through December 31, 2018
- Please sign and return as soon as possible



Registration Details



Vermont DEC Recycler, Collector, & Transporter Registration Form

Please complete all required information in the fields provided and click [Submit Registration] when done.

Note that your registration is not complete until you receive a confirmation e-mail.

Failure to complete the registration by October 1 may result in a penalty under 10 V.S.A. §8003(a) and §8010(c)(1).

If you have questions completing this form, please contact the VT E-Cycles Program:

[Becky Webber](#) - Environmental Analyst - (802) 522-3658

If you have already started the registration process and you would like to log in and continue, or you have registered but would like to edit your information, [click here](#).

Registrant Information

The registrant should be the person authorized to complete this form and able to certify the information submitted herein.

Name:

Phone:

Email Address:

Confirm Email Address:

Please include contact information for facility or One-Day-Event operator if different from registrant.

Name:

Phone:

Email Address:

Confirm Email Address:

Facility Information or Managing Organization for Event

Facility/Business Name:

Mailing Address 1:

Mailing Address 2:

Town:

State:

Zip Code:

Phone:

Web Site:

Please select:

- I intend to participate in the State Standard Plan.
- I intend to participate in an Individual/Group Manufacturer Opt-out Plan
- I am NOT participating in any Plan but I am still collecting electronic devices

Type of Facility:
Check all that apply.

- Recycler
- Collector
- Transporter
- Event

Continue

[Save and come back later](#)

Hours of Operation

Day	Open Time	Closing Time	
Sunday	<input type="text" value="Closed"/>	<input type="text" value="Closed"/>	<input type="checkbox"/> Closed
Click here to make Tuesday through Friday the same as Monday hours			
Monday	<input type="text" value="Closed"/>	<input type="text" value="Closed"/>	<input type="checkbox"/> Closed
Tuesday	<input type="text" value="Closed"/>	<input type="text" value="Closed"/>	<input type="checkbox"/> Closed
Wednesday	<input type="text" value="Closed"/>	<input type="text" value="Closed"/>	<input type="checkbox"/> Closed
Thursday	<input type="text" value="Closed"/>	<input type="text" value="Closed"/>	<input type="checkbox"/> Closed
Friday	<input type="text" value="Closed"/>	<input type="text" value="Closed"/>	<input type="checkbox"/> Closed
Saturday	<input type="text" value="Closed"/>	<input type="text" value="Closed"/>	<input type="checkbox"/> Closed

1. I certify that I have read, understand, and will comply with the [Procedure](#) for the Environmentally Sound Management of Electronic devices, the State Standard Plan, all applicable federal, state, local laws, and to all of the following:

- I understand and agree that I can only remove for domestic (within the U.S.) reuse those electronic devices received directly from covered entities; I cannot remove electronics for any reuse if they were received from another collector.
- I certify that I understand and agree that I must not refuse to accept electronic waste from covered entities.
- I certify that I understand and agree that I must collect electronic waste free of charge from covered entities, regardless of whether the covered entity is outside the district or municipality.
- I agree to have an attendant onsite and will accept electronic devices during normal operating hours.
- I certify that this location will be staffed and open to the public on an ongoing basis throughout the program year.
- I certify that if I have registered under more than one program, I understand and agree to the terms of the sharing agreement made between my collection location and the programs and the sharing agreement ensures that the requirements set forth by the agency for the sharing of the locations are satisfied.
- I certify that I will report annually to the Agency all information as required by the Procedure, including the number or weight of the electronic devices removed for domestic reuse.
- I certify under penalty of law that I have personally examined and am familiar with the information submitted herein. Based on information and belief formed after reasonable inquiry, the submitted information is true, accurate and complete.

[Save and come back later](#)

Submit Registration

Services

This location separates covered electronic waste (computers, monitors, printers, televisions, computer peripherals) from all other banned electronic devices.

YES NO

What is your location's storage capacity dedicated, available, and used for storage of covered electronic waste ONLY (computers, monitors, printers, televisions, computer peripherals)? Please select ONE of the following:

- Less than 2 gaylords/pallets
- At least 2 gaylords/pallets
- At least 4 gaylords/pallets
- At least 6 gaylords/pallets
- At least 8 gaylords/pallets

Will you be pulling some electronic devices for domestic/local reuse?

YES NO

Do you collect electronic devices ONLY for reuse, repair, or refurbishment?

YES NO

What types of electronic devices do you intend to collect?

In order to qualify to be part of an approved program, a collection location **MUST** collect:<>

**Computers
Monitors
Printers
Televisions
and Computer peripherals.**

Click here to select all electronics in the box below

<input type="checkbox"/> COMPUTERS-DESKTOP & PORTABLE	<input type="checkbox"/> COMPUTER PERIPHERALS
<input type="checkbox"/> COMPUTER MONITORS	<input type="checkbox"/> PRINTERS
<input type="checkbox"/> TELEVISIONS	<input type="checkbox"/> PERSONAL & HANDHELD ELECTRONICS/PDAs/PERSONAL MUSIC PLAYERS
<input type="checkbox"/> TELEPHONES	<input type="checkbox"/> ANSWERING/FAX MACHINES
<input type="checkbox"/> VCRs/DVDs/STEREO EQUIPMENT	<input type="checkbox"/> ELECTRONIC GAME CONSOLES
<input type="checkbox"/> DIGITAL CONVERTER BOXES	<input type="checkbox"/> POWER SUPPLY CORDS

Do you currently hold a Solid Waste facility certification?

YES NO

Will you be providing services for data security?

YES NO

Will you be consolidating electronic devices from other collectors?

YES NO

Do you have a written procedure in place to address releases from electronic waste?

YES NO

1. I certify that I have read, understand, and will comply with the [Procedure](#) for the Environmentally Sound Management of Electronic Devices (computers, monitors, printers, televisions, and computer peripherals), the State Standard Plan, all applicable federal, state, local laws, and to all the following:

- I understand and agree that I can only remove for domestic (within the U.S.) reuse those electronic waste devices (computers, monitors, printers, televisions, and computer peripherals) received directly from covered entities.
- I certify And agree that I must Not refuse to accept electronic waste devices (computers, monitors, printers, televisions, And computer peripherals) from covered entities.
- I certify that I understand and agree that I must collect electronic waste devices ((computers, monitors, printers, televisions, and computer peripherals) FREE of charge from covered entities (households, businesses with 10 or fewer employees, charity, Or school district – no limit) Or (anyone bringing In 7 Or fewer electronic waste devices will be considered As coming from a covered entity).
- I agree To have an attendant onsite To accept electronic devices during the dates And hours Of the Event.
- I certify that I will report To the Agency all pounds collected during the Event And the number Or weight Of the electronic devices removed For domestic reuse.
- I certify under penalty Of law that I have personally examined And am familiar With the information submitted herein. Based On the information And belief formed after reasonable inquiry, the submitted information Is True, accurate, And complete.
- I certify that collected materials from the Event shall be delivered To a recycler by the End Of the Next business day Or within 48 hours Of collection, whichever Is later. If the materials are On-site overnight, they shall be stored within a Structure Or transportation unit And secured To ensure the electronic devices are Protected from precipitation And prevent theft And scavenging.

[Save and come back later](#)

Submit Registration

Services

If this is a more than one day event, select a date range in the following boxes. If it is just a one day event leave the second box blank.

Start: End:

Will you be pulling some electronic devices for domestic/local reuse?

YES NO



Sorting vs. Separating

- Sorting covered from non-covered is important since it determines whether receive payment
- Separating covered from non-covered does not mean sorting by product type (or brand)
- If a site registered as sorting decides to STOP sorting covered, NCER will not pay for those loads, and registration should be updated immediately.



Capacity for Covered

- Capacity on registration and in contract is for “covered electronic waste” ONLY – do not include space for non-covered.
 - Example – site can hold 4 Gaylords, but dedicates one to non-covered; capacity = “At Least 2 or more Gaylords or pallets”
- Ensure capacity is correct for current site and any changes that occur
 - Compensation can go up or down with changes in capacity



Collector Payments

- NCER pays Collectors per contract terms & State requirements
 - *ONLY covered devices collected from covered entities are compensated, and*
 - *ONLY if covered devices are kept separated from non-covered devices*
 - *Selecting “mixed” covered and non-covered on BOL requests = no payment*
- Payments every 30 days based on shipments received by recycler in prior calendar month.

E-payments are an option! No more paper checks.

Table 1: COMPENSATION RATES FOR COLLECTION LOCATIONS FOR COVERED ELECTRONIC WASTE*

*Collectors shall separate covered electronic waste from non-covered materials as a condition of payment.

Amount of Payment to Collection Locations	Storage Capacity of Covered Electronic Waste at collection location or consolidation point
5 cents/lb.	At least 2 Gaylords or pallets
6 cents/lb.	At least 4 Gaylords or pallets
7 cents/lb.	At least 6 Gaylords or pallets
8 cents/lb.	At least 8 Gaylords or pallets
Payment of 2 cents/lb. for the transport from a collection location to another collection location.	



Procedure Update September 2017

- ANR published updated, adopted Procedure for the Environmentally Sound Management of Electronic Devices (Procedure) 9/13/17
- Review to ensure compliance as a collector, SSP contract references Procedure
- Some updates for collectors
 - Definitions on acceptable flooring
 - Pulling for “domestic” reuse



Reuse/Refurbishment/Recycling

- Collector may pull devices for domestic (incl Canada) reuse
- Mark appropriate box on registration and need to track data on quantity reused
- Can also refurbish, but if you sell parts you will be deemed a “recycler” with additional requirements



Helpful URLs - State of Vermont

www.vtecycles.org

E-Cycles Documents

- [Current State Standard Plan](#)
- [State Procedure for Management of Devices](#)
- [E-Cycles Program Definitions](#)

Educational Resources

- [Waste Electronic Device Fact Sheet](#)
- [E-Cycles Brochure](#)
- [Printable E-Cycles Poster](#)
- [Poster for collection locations](#)
- [Disposal Ban Poster](#)
- [Data Security Poster](#)



Helpful URLs – State Standard Plan

www.electronicrecycling.org/Vermont/ContentPage.aspx?PageID=9

Collector Tools

- [Request A Shipment \(Via Website\)](#)
- [Request A Shipment \(Excel Spreadsheet\)](#)
- [Collection and Storage of Electronics Palletizing](#)
- [Recordkeeping and Reporting](#)
- [Instructions for Safe Lifting](#)
- [Lifting Safety – VOSHA](#)
- [Data Security](#)
- [Re-TRAC Registration Guidance](#)
- [Collector Guidance Document](#)
- [Electronics Release Plan Poster](#)

Labels

- [Labeling Guidance for Collectors](#)
- [Covered Label](#)
- [Covered Label \(Broken Devices\)](#)
- [Non-covered Label](#)
- [Non-covered Label \(Broken Devices\)](#)
- [Non-covered and Banned Label](#)
- [Non-covered and Banned Label \(Broken Devices\)](#)
- [Mixed Label](#)
- [Mixed Label \(Broken Devices\)](#)



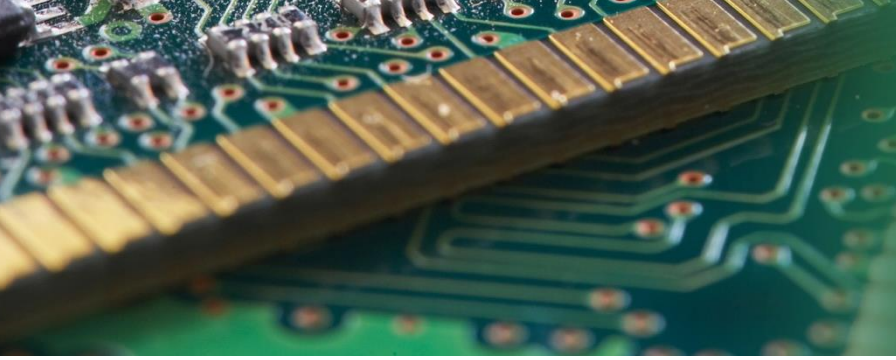
Contact Information

- Lynn Rubinstein, Executive Director, NERC
lynn@nerc.org, phone: 802-254-3636
- Robert Kropp, Office Manager, NERC
robert@nerc.org, phone: 802-254-3636
- Jason Linnell, Executive Director, NCER
jlinnell@electronicsrecycling.org, phone: 304-699-1008
- Vermont e-cycles program:
www.Vtecycles.org, phone: 855-632-9253





Background Data Slides



Covered Devices – Taken for free (aka Electronic Waste/Devices/Items)

- **Computers** (desktops, all-in-ones, laptops, notebooks, netbooks, & tablets)
- **Computer monitors** (CRTs, flat panel displays, LCD displays, plasma displays)
- **Printers** (most types including multi-function machines)
 - Does *not* include floor-standing models
- **Televisions**
- **Computer peripherals** (items only for external use with a computer, e.g., a mouse, keyboard, scanner, external hard drive, modem, computer speakers)

Non-Covered Items

- Are *banned* from disposal, like covered items, but can charge for them
 - *Cannot* be put in the garbage
- Anyone who is not a covered entity (household, charity, school district, or business with 10 or fewer employees) bringing in more than 7 devices = non-covered items = can charge

ELECTRONICS DISPOSAL BAN

free!
RECYCLING

Computers, printers, and computer peripherals

free!
RECYCLING

Televisions (all types) and computer monitors

Personal electronics (such as personal digital assistants and personal music players)

All telephones (including cell phones), answering and fax machines

Videocassette recorders (VCRs), digital versatile disc (DVD) players, digital converter boxes and stereo equipment

Power supply cords (used to charge electronic devices)

Electronic game consoles



Covered Entities = Who Can Participate for Free

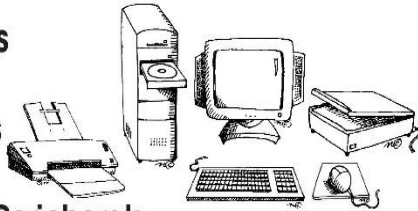
- Households
- Charities (501c3)
- School districts
- Business with 10 or fewer employees
- *No limit on number of covered devices by covered entities - **confirm one of categories above***
- Anyone delivering 7 or fewer covered devices at a time - *not necessary to confirm source*

Collection Location

free ELECTRONICS RECYCLING

what

- Computers
- Monitors
- Televisions
- Printers
- Computer Peripherals (e.g. mouse, keyboard, scanner)



who

- Vermont... Households, Charities, or Anyone Dropping Off 7 or Fewer Devices
- Small Businesses (10 or fewer employees)
- School Districts

Take your electronic devices to any Vermont e-cycles location across the state. For a list of **FREE** locations visit: www.vtecycles.org

NEED MORE INFORMATION?

1-855-6ecycle
www.vtecycles.org



ELECTRONICS DISPOSAL BAN

free!
RECYCLING

free!
RECYCLING

- Computers, printers, and computer peripherals
- Televisions (all types) and computer monitors
- Personal electronics (such as personal digital assistants and personal music players)
- All telephones (including cell phones), answering and fax machines
- Videocassette recorders (VCRs), digital versatile disc (DVD) players, digital converter boxes and stereo equipment
- Power supply cords (used to charge electronic devices)
- Electronic game consoles



NEED MORE INFORMATION?

1-855-6ecycle
www.vtecycles.org



IMPORTANT

PROTECT YOUR PERSONAL DATA

The security of any personal data or information (such as social security number, tax or banking, business records, or personal identification, etc.) is the sole responsibility of the owner of the electronic device being dropped at this location for recycling.

This location and the State of Vermont cannot guarantee the security of any data stored on hard drives, printer or copier memories, or other data storage devices brought in for recycling.

Please take all precautions to secure your data before recycling. For more information visit www.vtecycles.org or call 1-855-6ECYCLE.

NEED MORE INFORMATION?

www.vtecycles.org
1-855-6ecycle



To learn more about data security and how to remove personal information before dropping off electronic devices, visit www.vtecycles.org or call the toll free hotline above.