



2014-15 (PY 4)

Vermont e-cycles
A program of the VERMONT Department of Environmental Conservation

State
Standard Plan

COLLECTION LOCATION GUIDANCE DOCUMENT





CONTACT INFORMATION

National Center for Electronics Recycling (NCER)

161 Studio Lane
Vienna, WV 26105
Website: electronicsrecycling.org/
Email: vermont@electronicsrecycling.org
Fax: (866) 463-4988

Please direct any specific questions contracts, payments, and reporting data to the Team Members below:

- **Project Manager, Jason Linnell**, jlinnell@electronicsrecycling.org, (304) 699-1008
- **Data & Communications Manager, Heather Smith**, hsmith@electronicsrecycling.org, (304) 699-1007

Northeast Recycling Council (NERC)

139 Main Street, Suite 401
Brattleboro, VT 05301
Website: nerc.org
Phone: (802) 254-3636

Please direct any specific questions about shipments, pickup schedules to the Team Members below:

- **To request a bill of lading for pickup: Robert Kropp, Data Assistant**, vt-escrap@nerc.org, (802) 254-3636
- **For collection site questions/problems: Athena Lee Bradley, Collector Relations Manager**, athena@nerc.org, (802) 254-3636
- **General questions or concerns: Lynn Rubinstein, Organization Director**, lynn@nerc.org, (802) 254-3636

Vermont Department of Environmental Conservation

Waste Management and Prevention Division – Vermont E-cycles Program
103 South Main Street, West Bldg.
Waterbury VT 05671-0404
(855) 632-9253
www.vtecycles.org
State of Vermont Spill Reporting Hotline: (802) 828-1138



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USEFUL DOCUMENTS & RESOURCES

Vermont E-Waste Recycling Program Homepage

<http://www.anr.state.vt.us/dec/e-waste/>

State Standard Plan Homepage

<http://www.electronicrecycling.org/vermont/>

State Standard Plan Facebook Page

<https://www.facebook.com/vtecyclessp/>

Vermont E-Waste Statutes

<http://www.leg.state.vt.us/statutes/sections.cfm?Title=10&Chapter=166>

Vermont Landfill Ban

<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=10&Chapter=159&Section=06621a>

Vermont State Plan for E-Waste (2014)

<http://www.anr.state.vt.us/dec/e%2Dwaste/pdfs/AdoptedECyclesStateStandardPlan.pdf>

Procedure for Management of E-Waste

http://www.anr.state.vt.us/dec/e%2Dwaste/pdfs/Procedure_MgmtOfElecDevices.pdf

Vermont State Employees' Wellness Program

<http://www.electronicrecycling.org/Vermont/CMT/UserDocuments/vtecycles-liftingsafetyvosha.pdf>

Approved label templates

<http://www.electronicrecycling.org/Vermont/ContentPage.aspx?PageID=9>



BACKGROUND

The Agency of Natural Resources (Agency) recently entered into a two-year contract with the National Center for Electronics Recycling (NCER) for the implementation of the “State Standard Program”. The State Standard Program is authorized by the State to administer electronics collection and recycling funded by participating manufacturers. The NCER is partnering with the Northeast Recycling Council (NERC), a non-profit organization based in Brattleboro, VT, to offer this Program starting in Program Year 4 (October 1, 2014).

In addition to the State Standard Program, there is a parallel “Opt-out Program”. For the period of October 1, 2014 – September 30, 2015, the Opt-Out Program is being run by Good Point Recycling (GPR) and Northeast Resource Recovery Association (NRRRA) on behalf of the manufacturers that have elected to participate in the Opt-Out Plan. There is no difference between these programs to a “covered entity”.

Frequently Asked Questions (FAQs):

What is a Covered Entity?

A covered entity is a:

- Household, or
- Charity, or
- School district, or
- Business with 10 or fewer employees.

In addition, anyone delivering seven (7) or fewer electronic devices to a “collector” at any one time is also considered a covered entity.

What is a Collector?

A collector, which may have one or more collection sites, means an entity that receives electronic devices and performs any of the following:

- Arranges for the delivery of the electronic devices to another collector or a recycler
- Sorts electronic devices,
- Consolidate electronics devices,
- Provides data security services in manner approved by the Secretary.



BACKGROUND

What Is Electronic Waste?

- **Computers** (desktops, all-in-ones, laptops, notebooks, netbooks, and tablets)
- **Computer monitors** (CRTs, flat panel displays, LCD displays, plasma displays)
- **Printers** (most types including multi-functional machines)
 - Does not include floor-standing models
- **Televisions**
- **Computer peripherals** (items exclusively for external use which connect to a computer, such as a mouse, keyboard, scanner, external hard drive, modem, computer speakers)

Under the State Standard Plan collector contracts, ONLY these above devices falling under the “electronic waste” definition coming from “Covered Entities” will be compensated. For this reason, they must be kept separate from other devices, unless alternative arrangements are made with NCER in advance.

Besides Electronic Waste from Covered Entities, What Else Do Some Collectors Have to Accept?

Technically, collectors under the State Standard Plan do not have to accept anything other than “Electronic Waste from Covered Entities.” However, some collectors who are municipalities may need to provide for collection of all banned electronic devices per other legal requirements. Banned electronic devices that are *not* considered “electronic waste” include:

- Personal electronics (e.g., PDAs and music players)
- Electronic game consoles
- Fax machines
- Telephones
- Answering machines
- Videocassette recorders
- DVD players
- Digital converter boxes
- Stereo equipment
- Power supply cords (as used to charge electronic devices)



BECOMING A COLLECTOR IN THE E-CYCLES PROGRAM

1. Register

Whether a collector operates under the State Standard Plan, the Opt-out Plan, or outside of either of the Plans, it must register with the State of Vermont and comply with the management standards as outlined in the *Procedure for the Environmentally Sound Management of Electronic Waste*.

The registration process—which is free—is available at: www.anr.state.vt.us/eWaste/Collectors.aspx.

Existing collection locations (those registered prior to 10/1/14) are NOT required to update their registrations by October 1, and therefore will NOT be out of compliance for failure to do so. A collector can participate in the State Standard Program (SSP), the Opt-Out Program, or can collect for both approved collection programs during the course of the program year, and can do so by updating their registration to reflect their program selection/participation and having an agreement or be working towards an agreement with that program.

2. Contact NCER by email to jlinnell@electronicsrecycling.org to request the SSP Collector Contract. We can answer questions after you have reviewed the standard terms.

3. Meet with State Standard Plan representative for site approval. Any new collection location must be visited by an SSP representative prior to contract signing or accepting electronic devices.

4. Complete program-specific training on handling, storage, preparation for shipping, signage requirements, recordkeeping, reporting, and other program components.

5. Receive final approval from NCER.

6. Sign and return the Collector Contract to NCER.

7. Begin collecting! Please segregate Electronic Waste collected from Covered Entities from other materials, and follow the State *Procedure for the Environmentally Sound Management of Electronic Waste* and this document.

8. When at 75% of storage capacity, start the shipment request process.

Collectors are requested to enter shipment requests directly into the NCER database wherever feasible. Shipment and payments histories can also be accessed through this system. If you do not have a username and password, first send an email to vermont@electronicsrecycling.org to set up your account. If the online system is unavailable, or you are unable to use the online system for any other reason, please request authorization for shipment by contacting the Northeast Recycling Council (NERC) team for the SSP in one of three ways:

1. by email vt-escrap@nerc.org
2. by phone at 802-254-3636
3. or via fax at 866-463-4988

9. Then contact the transporter to arrange pickup. Provide a copy of the Bill of Lading (BOL) when they arrive.



COLLECTION

Vermont State Standard Plan collectors are advised to follow the below minimum protocols, in addition to those imposed by statute and regulation. These standards apply to any person or facility that:

- Receives electronic devices,
- Arranges delivery of electronics to another collector or a recycler,
- Sorts electronic devices,
- Consolidates electronic devices, or
- Provides approved data security services.

Collect “electronic waste” from covered entities at no charge. “Electronic waste” devices are:

- Computers (desktop, laptop, and tablet),
- Computer monitors,
- Devices with a Cathode Ray Tube (CRT),
- Printers,
- Televisions,
- Computer peripherals, and
- Keyboards, mice, or other devices sold exclusively for external use with a computer that provides input or output; includes all power and data cords.

Allow access by Vermont ANR (Agency), NERC, and NCER for inspections to determine compliance with the requirements in Chapter 166, as well as any other applicable environmental laws.

Report annually to the Agency on a form prescribed by the Agency, the type of electronic waste collected, the total weight of electronic waste recycled during the preceding program year, and whether electronic waste was collected under the Standard or approved Opt-Out Plan. In addition, the collector shall report electronic waste that was removed for local reuse.

Comply with the State *Procedure for the Environmentally Sound Management of Electronic Waste (Procedure)*.

Collect banned electronic devices [optional or required]. In addition to covered electronic devices, a collector may accept (or in the case of municipalities, may need to accept)—from anyone—electronic devices that are banned from disposal. Collectors may charge a fee for accepting these products, but the costs associated with collection, transportation and recycling will not be paid for under the State Standard Plan. These are:

- PDAs, MP3 Players and other personal electronics
- Electronic game consoles
- Fax machines
- Wireless phones
- Telephones
- Answering machines
- VCR’s
- DVD players
- Digital converter boxes
- Stereo equipment
- Electronic device power cords & chargers



COLLECTION

(continued)

Recyclers under the State Standard Plan may:

1. **Offer premium services to covered entities for a fee.** Premium services may include:
 - Special curbside services,
 - Pick-up and transport from covered entities,
 - Data security services, or
 - Other services authorized in advance by the Agency.
2. **Require appointments** be made to deliver large volumes of electronic waste to ensure sufficient storage is available for such deliveries.
3. **Separate banned electronic devices** and provide data security services, but neither will be paid for under the State Standard Plan.

All collectors are prohibited from the following:

1. **Disposing** of any waste electronic device.
2. **Placing** any waste electronic device in an area designated for **scrap metal recycling**, or sent for scrap metal recycling.
3. **Cutting permanent cords** from waste electronic devices.
4. Initiating a shipment of waste electronic devices to any person, except:
 - A destination in the United States, for reuse of whole devices that are functional and are used for the same purpose for which it was originally purchased.
 - A facility in Vermont that is a registered recycler of electronic devices.
 - An out-of-state recycling facility that is operated in accordance with that state's laws and regulations.
5. Receiving reimbursement under the State Standard Plan for local reuse of electronic waste or data security services.



COLLECTION

(continued)

All collectors shall manage their facility or facilities in the following manner:

1. Access to the collection site shall be controlled at all times. An attendant shall be present to ensure that electronic devices are appropriately separated, to perform recordkeeping and to ensure that collection is conducted in accordance with the *Procedure*.
2. Employees must have been trained about the materials that can be accepted at the collection location, materials management standards, the required recordkeeping, and how to respond to releases from broken or poorly maintained electronic devices.
3. The facility will have a written procedure in place to address releases from electronic devices.
4. The facility shall display collection location and data security information provided by the Vermont Secretary of Environmental Affairs.

All collectors shall manage waste electronic devices in the following manner:

1. **Store waste electronic devices on an impervious surface within a structure or transportation unit such that the electronic device is protected from precipitation.**

Outdoor storage is ABSOLUTELY prohibited.

2. **Maintain adequate storage space and equipment to accommodate periods of peak deliveries.**
3. **Package waste electronic devices to prevent breakage during handling, storage, and transportation.**

Such packaging must prevent breakage under reasonably foreseeable conditions.

4. **Clean up broken and damaged electronic devices immediately.** Managing broken electronic devices should be based according to the type(s) of hazardous components contained within a device as follows:

a) Damaged Electronic Devices with Intact Components

Store on an impervious surface, within a structure that sheds rain and snow, and packaged in a manner to protect the device from additional damage.



COLLECTION

(continued)

b) Broken CRT Glass

- Clean up immediately and place in a closed container that is structurally sound, protects from further breakage, and is compatible with the waste (i.e., not a metal container).
- Label with one of the following phrases: “Universal Waste-Cathode Ray Tube(s),” or “Waste Cathode Ray Tube(s),” or “Used Cathode Ray Tube(s),” or “Universal Waste-CRT(s),” or “Waste CRT(s),” or “Used CRT(s).”

c) Electronic Devices with Broken Mercury Lamps

- Clean up immediately and place in a closed container that is structurally sound, protects from further breakage, and is compatible with the waste (i.e., not a metal container).
- **Do not vacuum broken lamps as this may spread any mercury vapor.**
- If a computer, monitor, or television screen is broken and the lamps are intact, the device must be protected and managed in a way to prevent further damage and potential breakage of the lamps during storage.

d) Bulging or Leaking Batteries

- Contain any battery that shows evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions in a container.
- The container must be closed, structurally sound, compatible with the contents of the battery, and must lack evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

5. Place any electronic device that shows evidence of breakage, leakage, spillage, or damage that could cause the release of glass particles or other constituents under reasonably foreseeable conditions in a container.

This container shall be closed, structurally sound, and compatible with the electronic device and shall be capable of preventing leakage, spillage or releases from damaged electronic devices, glass particles or other hazardous constituents from such damaged waste to the environment

6. A collector may not accumulate any individual electronic device for longer than one year from the date the electronic device is delivered to the facility.



COLLECTION

(continued)

Collection Events

Collectors may conduct special events to collect electronic waste but in advance of the event must:

- Receive approval from NCER prior to finalizing event plans if the costs for recycling electronic waste from covered entities at the event is expected to be covered by the State Standard Plan.
- After receiving approval, follow ANR's "Instructions for Holding One-Day E-Cycles Collection Events," available at: <http://www.anr.state.vt.us/dec/e-waste/pdfs/InstructionsForOneDayEvent.pdf>
 - This involves completing the appropriate IWMEA forms and registering with the state. The registration process—which is free—is available at: www.anr.state.vt.us/eWaste/Collectors.aspx

The event must be conducted in compliance with the *Procedure for the Environmentally Sound Management of Electronic Waste*.



PREPARING FOR SHIPMENT

Remember:

- Sorting by product type is **NOT** required.
- Keep “electronic waste” from “covered entities” separate from other devices, unless approved in advance.
- Some collectors may be required to manage non-covered devices (municipalities).
- Place a pallet under all Gaylords. This ensures they are safely loaded.
- Lift gate service must be requested when arranging transport.
- Use enough shrink/stretch wrap to secure pallets for proper and safe transit.
- A pallet 5’ to 6’ tall is adequate and should remain secure.
- Use proper lifting techniques – TVs and some monitors can be heavy.

Prior to shipping, collectors will need to prepare electronic devices for pick-up by placing on pallets, and/or in Gaylords. The examples provided here are only examples; this is not intended to show the only procedures available to collectors. All collectors will receive a copy of the Electronics Recycling Coordination Clearinghouse (ERCC) collection site best practices document (www.ecycleclearinghouse.org/documents/Collector%20Best%20Practices%20Final.pdf).

These instructions are provided to ensure safe transport of waste electronic devices, while also maximizing the weight of the loads to ensure efficiency.

If you have any questions, or need another copy of these instructions, contact NCER or NERC.

Computers and Laptops

Pallet only: Place computer towers on pallets, and shrink-wrap them at a height of between 5 to 6 feet. Protect laptops with separate cardboard boxes, and put them with the computers. Apply enough layers of shrink wrap to ensure the Electronic devices will not topple over when transported.

Gaylords: Place carefully into the box, stacking as efficiently as possible. Reinforce with shrink-wrap as needed.

Label each pallet as specified by the logistics partner.



PREPARING FOR SHIPMENT *(continued)*

Monitors

Pallet only: Place units with screen facing down on pallets with cardboard between layers, or as pictured here, to maximize the stability and density of stacked monitors. Position the largest units on the bottom of the pallet, and interlock units, if possible. Keep flat screen units upright, with the screen facing inward, to avoid breakage. Apply enough layers of shrink wrap to ensure the electronic devices will not topple over when transported. Be extremely careful when lowering units into a Gaylord, due to the probability of injury or accidental breakage.

Gaylords: Place carefully into the box, stacking as efficiently as possible. Reinforce with shrink-wrap as needed.



Televisions

Pallet only: Palletize uniform sized TV's together, with screen facing down on pallets with cardboard between layers. Place flat screen units upright, with the screen facing inward, to avoid breakage. Very large console television sets may ship as the lowest level of a stacked CED pallet with other units stacked on or around them as possible. Apply enough layers of shrink wrap to ensure the Electronic devices will not topple over when transported. Label each pallet with your name (Shipper) and receiving recycler's name as provided on the SCP Bill of Lading

Gaylords: Place carefully into the box, stacking as efficiently as possible. Reinforce with shrink-wrap as needed.

Printers

Pallet only: Palletize uniform sized printers together, with cardboard between layers. Place flat screen units upright, with the screen facing inward, to avoid breakage. Larger units may ship as the lowest level of a stacked pallet with other units stacked on or around them as possible. Apply enough layers of shrink wrap to ensure the devices will not topple when transported.

Gaylords: Place carefully into the box, stacking as efficiently as possible. Reinforce with shrink-wrap as needed.



PREPARING FOR SHIPMENT *(continued)*

Peripherals

Gaylords: Place carefully into the box, stacking as efficiently as possible. Reinforce with shrink-wrap as needed.



Labeling

All Electronic Waste must be labeled, at a minimum, with Collection Location, the words “Used Electronics”, and source (Covered or Non-covered Entities). Labels must be clearly legible from 25 feet away per fire and universal waste regulations.

For example, material collected from Covered Entities must be segregated by Wrapped Pallet or Gaylord and clearly labeled as “Used Electronics from Covered Entities” and include collection location name.

Approved label templates are available here:

<http://www.electronicrecycling.org/Vermont/ContentPage.aspx?PageID=9>

[Covered Label](#)

[Non-Covered Label](#)

[Covered Broken Label](#)

[Non-Covered Broken Label](#)

SAFE LIFTING

All collectors are advised to follow these minimum protocols to promote worker safety and prevent injuries.

- Keep back straight when lifting, carrying, or placing heavy objects.
- Keep objects being lifted, carried, or placed close to the body.
- Lift with the legs, not the back or arms.



- Flaps should never be removed. Rather, they should be folded down.
- When Gaylord is full, fold flap into place and shrink-wrap for integrity.
- Objects that cannot be safely placed in a Gaylord should be palletized.
- Palletized items must be shrink-wrapped to maintain stack integrity.
- Objects that cannot be safely palletized should be left on an impervious surface. The transporter/recycler drivers will load them during pick-ups.
- Use mechanized assistance and/or two lifters whenever possible.

WHEN IN DOUBT, ASK FOR ASSISTANCE



DATA SECURITY

The security of any personal or confidential information stored in waste electronic devices that are collected under the Vermont E-Cycles Program is not guaranteed.

It is the sole responsibility of the person or covered entity dropping off electronic devices to ensure their data is secured.

Deleting files and reformatting a hard drive (HD) does not destroy all the data on a hard drive. The best methods for wiping data are to use specialty "Disk Wiping Software" that repeatedly cleans and rewrites the hard drive, or to destroy the drive.

For more information about Data Security and how to remove personal information prior to dropping off at a collection location, please direct covered entities to www.vtecycles.org or to call 1 (855) 632-9253.



SHIPPING

When you are ready for a pickup, the shipping process should flow as below. If your site requires regular pickups on a defined schedule, please contact NERC learn about how to set up alternative arrangements to the ones below.

1. Establish a username and password for the NCER online system. If you do not have a username and password, please send an email to vermont@electronicsrecycling.org to set up your account.
2. Collectors request shipments via the online system to arrange shipment, with a description of the number of pallets and/or Gaylords, listed by covered (“electronic waste from covered entities”) and non-covered (everything else, i.e. “banned electronic devices” and devices from non-covered entities”).
3. If the online system is unavailable, or you are unable to use the online system for any other reason, please request authorization for shipment by contacting the Northeast Recycling Council (NERC) team for the SSP in one of three ways:
 - by email vt-escrap@nerc.org
 - by phone at 802-254-3636,
 - or via fax at 866-463-4988.

To download the preferred shipment request form, please go to the State Standard Plan Homepage <http://www.electronicsrecycling.org/vermont/>

If you do not have the form, please provide the following:

- Pickup location, and
- Contact information of person making request, and
- Number of pallets, listed by type (“covered” or “non-covered”), and
- Estimated gross weight for each pallet*.

*Collectors are not required to use a certified scale; only estimated pallet weights are required. We can help provide estimate weights if needed.

If you do not have a dock or fork lift, you must request a lift gate when arranging for transport.

4. NCER’s online system will generate a bill of lading (BOL) and send an electronic copy via email to the collector, transporter, and recycler.
5. After receipt of the BOL, the collector must contact the transporter to arrange pickup. It is the collector’s responsibility to make these arrangements within 3 days of receiving the BOL.
6. The collector will provide a signed copy of the BOL to the transporter at the time of pickup.



SHIPPING

(continued)

7. Once the recycler receives the load from the transporter (if not the same entity), it will weigh each pallet/Gaylord and provide certified net weights to NCER. These weights will be used to determine the collector compensation to be provided by NCER.
5. Shipment reports are emailed to the collector.
6. NCER submits reports to the Agency on a monthly basis about the net weight of material received by the recycler. Based upon this information, the Agency pays NCER and once it receives the funds, payment will be sent to the collector via mail.

Collectors are advised to follow these minimum protocols for recordkeeping and reporting of waste electronic device activities.



RECORD-KEEPING & REUSE REPORTING

Recordkeeping

- Collectors must keep records of collection activities in order to report to the Agency (listed below), including:
 - The types of electronic waste (product type) collected from covered entities; and
 - Electronic waste by weight or number of devices removed for local reuse; and
 - Weight, date, number of Gaylords and/or pallets of electronic waste transported from each collection site to each recycler or consolidation point.
- NCER will keep auxiliary records. NCER can and will supply those records as needed (i.e., for annual reporting).
- Collectors should keep their own records of Bills of Lading.
- Collectors should notify NCER immediately upon finding any discrepancies between a Bill of Lading, confirmation of materials and weights received by the recycler, or other records.

Reporting

Collectors shall report the following to the Agency of Natural Resources (Agency) via an annual, web-based reporting system (see Re-TRAC registration instructions in the following chapter):

- Electronic waste devices collected from non-covered entities (in lbs.)
- Electronic waste devices collected from covered entities (in lbs.)
- OTHER banned electronic devices collected from covered entities (in lbs.)
- Electronic waste devices collected from covered entities removed for local reuse (in lbs. or number of devices)

Reuse

- Local reuse is permitted, but will not be paid for by the state or NCER.
- Collectors must record the volume (in lbs. or number of items) of electronic waste devices removed at the point of collection for reuse or refurbishment.
- Collectors shall supply this information to NCER monthly or quarterly.



Opt Out Program

Opt Out Program

A collection location can choose to participate in (and collect for) the State Standard Program, the Opt-Out Program, or can potentially collect for both approved collection programs during the course of the program year. It is entirely at the discretion of the collection location as to which program(s) they choose to participate in, provided the collection location and the program come to an agreement.

If a location chooses to collect for both programs—that is, the location is “shared” — the programs and the collection location must agree to the terms of the sharing agreement, and the agreement must satisfy certain requirements set forth by the Agency (e.g., how the collection programs will coordinate packaging and storage units for the collection and allocation of material from shared locations).

The Opt-Out Program has a separate MOU, requirements, and a different process for scheduling pick-ups. For information about the Opt-Out Program, see: <http://www.nrra.net/gpr-independent-plan/2015-manufacturer-participation-eligibility/>



ReTRAC

The Agency requires that collectors submit annual reports be submitted using the online Re-TRAC system. Failure to use the Re-TRAC system, or to fully complete the submission will result in violations. These instructions are also found at: <http://www.anr.state.vt.us/dec/e-waste/pdfs/RegistrationInstructions-E-Cycles.pdf>

There are separate instructions below for:

1. Those who have not registered in ReTRAC, and
2. Those who have already registered in ReTRAC for other solid waste reports.

If you are associated with a solid waste facility, there is most likely an account already set up for said facility.

If You Have Not Registered on the Re-TRAC system:

1. Go to www.connect.re-trac.com/register/vermont
2. Select the reporting facility type (e.g., “electronics recycler”). Continue to the registration page (IF YOU ARE RESPONSIBLE FOR REPORTING FOR MORE THAN ONE FACILITY: you will have the opportunity to add facilities later in the registration process).
3. Click the box(es) for which type of report(s) you are required to return to the state (this may result in several boxes being checked).
4. Fill out Account Information. Please use the name and information of the person who is responsible for using ReTRAC to submit the reports.
5. Fill out Location Details for the primary facility (REMEMBER, IF YOU ARE RESPONSIBLE FOR REPORTING FOR MORE THAN ONE FACILITY: you will have the opportunity to add facilities later in the registration process).
6. Fill out facility Contact Information. This will be provided to the public for contacting the facility.
7. Accept the Terms of Use and click Register.
8. AN EMAIL WILL BE SENT TO THE ADDRESS THAT YOU PROVIDED. Click the link to activate your account. A tab will open up to the ReTRAC Connect home page, and you are logged in.
9. At this point, you will have to stop, and wait for the Program Coordinator (someone of the state’s Solid Waste Program) to approve your account. This may take up to 24 hours. You will receive an email telling you that “You have been approved for Vermont Reports access.”
10. Once approved, your administrator can navigate the program and add facilities if needed.

If You Are Already Registered

1. Go to: <https://connect.re-trac.com/login>
2. Sign into your account, and you should be directed to your dashboard.
3. Click the “Go” button
4. You will be directed to the “Vermont Reports” page
5. Click “Program Details” on the left hand sidebar to see the list of reports that you can opt into.
6. Check the “E-Cycles Report” box and then click “Update”.



APPENDIX A: DEFINITIONS

Agency

The Agency of Natural Resources.

Banned electronic devices (note: those listed in red also fall under the definition of “electronic waste”) - computers, peripherals, computer monitors, cathode ray tubes (CRTs), televisions, printers, personal electronics such as personal digital assistants and personal music players, electronic game consoles, printers, fax machines, wireless telephones, telephones, answering machines, videocassette recorders, digital versatile disc players, digital converter boxes, stereo equipment, and power supply cords (as used to charge electronic devices), are banned from landfills effective January 1, 2011.

Cathode-ray tube (CRT)

A vacuum tube or picture tube used to convert an electronic signal into a visual image.

Charity

A non-profit organization that has 501(c)(3) tax-exempt status and that is beneficial to the public interest.

Collection

The aggregation of electronic waste from covered entities and includes all the activities up to the time the electronic waste is delivered to a recycler.

Collector

A public or private entity that receives electronic waste from covered entities or another collector and performs any of the following:

- Arranges for the delivery of the electronic waste to a recycler.
- Sorts electronic waste.
- Consolidates electronic waste.
- Provides data security services in a manner approved by the secretary.

Computer

A laptop computer, desktop computer, tablet computer, or central processing unit that conveys electronic, magnetic, optical, electrochemical, or other high-speed data processing device performing logical, arithmetic, or storage functions. "Computer" does not include an automated typewriter or typesetter or other similar device.

Computer monitor

A display device without a tuner that can display pictures and sound and is used with a computer.

Computer peripheral

A keyboard or any other device sold exclusively for external use with a computer that provides input or output into or from a computer.

Covered entity (anyone in this category can drop off electronic waste for free)

Any household, charity, or school district in the state; or a business in the state that employs ten or fewer individuals. If seven or fewer covered electronic devices are delivered to a collector at any given time, those devices shall be presumed to be from a covered entity.

Disassembly

The dismantling of an electronic device (1) for the purpose of marketing, reselling, reusing or recycling the components of electronic devices; (2) in a manner that is protective of human health and the environment; (3) without treating the device or any component thereof; and (4) without breaking the cathode ray tube. Disassembly includes the destruction of a hard drive (including shredding and crushing) in accordance with the National Association of Standards and Technology Guidelines for Media Sanitation, as may be amended. Disassembly does not mean the shredding, crushing, or otherwise treating the electronic devices or any component thereof that may contain focus materials, or that break the cathode ray tube in any electronic device.

Disposal

The discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that such solid waste or any constituent thereof may enter the environment or be emitted into the air or discharged into any ground or surface waters.

Electronic device

A computer; computer monitor; computer peripheral; device containing a cathode ray tube; printer; or television regardless of who deposits the device with the collector, transporter, or recycler. Electronic device does not include: any motor vehicle or any part thereof; a camera or video camera; a portable or stationary radio; a wireless telephone; a household appliance, such as a clothes washer, clothes dryer, water heater, refrigerator, freezer, microwave oven, oven, range, or dishwasher; equipment that is functionally or physically part of a larger piece of equipment intended for use in an industrial, library, research and development, or commercial setting; security or antiterrorism equipment; monitoring and control instruments or systems; thermostats; handheld transceivers; a telephone of any type; a portable digital assistant or similar device; a calculator; a global positioning system receiver or similar navigation device; commercial medical equipment that contains a cathode ray tube, a cathode ray tube device, a flat panel display, or similar video display that is not separate from the larger piece of equipment; or other medical devices, as the term "device" is defined under 21 U.S.C. § 321(h) of the Federal Food, Drug, and Cosmetic Act, as that section is amended from time to time.

Electronic waste (covered entities can drop these devices at registered collection locations for free)

A computer; computer monitor; computer peripheral; device containing a cathode ray tube; printer; or television from a covered entity. Electronic waste does not include: any motor vehicle or any part thereof; a camera or video camera; a portable or stationary radio; a wireless telephone; a household appliance, such as a clothes washer, clothes dryer, water heater, refrigerator, freezer, microwave oven, oven, range, or dishwasher; equipment that is functionally or physically part of a larger piece of equipment intended for use in an industrial, library, research and development, or commercial setting; security or antiterrorism equipment; monitoring and control instruments or systems; thermostats; handheld transceivers; a telephone of any type; a portable digital assistant or similar device; a calculator; a global positioning system receiver or similar navigation device; commercial medical equipment that contains a cathode ray tube, a cathode ray tube

device, a flat panel display, or similar video display that is not separate from the larger piece of equipment; or other medical devices, as the term “device” is defined under 21 U.S.C. § 321(h) of the Federal Food, Drug, and Cosmetic Act, as that section is amended from time to time.

Facility

All contiguous land, structures, other appurtenances, and improvements on the land, used for treating, storing or disposing of solid waste. A facility may consist of several treatment, storage, or disposal operational units.

Guidelines

Recommended considerations, technical criteria, specifications, and engineering practices for location, design, operation and maintenance of solid waste management facilities.

Local reuse

Reuse at locations within the United States of America.

Non-local

Reuse at locations not within the United States of America.

Printer

Desktop printers, multifunction printer copiers, and printer fax combinations taken out of service that are designed to reside on a work surface, and include various print technologies, including without limitation laser and LED (electrographic), ink jet, dot matrix, thermal, and digital sublimation, and “multi-function” or “all-in-one” devices that perform different tasks, including copying, scanning, faxing, and printing. “Printer” does not include floor-standing printers, printers with an optional floor stand, point of sale (POS) receipt printers, household printers such as a calculator with printing capabilities or label makers, or non-stand-alone printers that are embedded into products that are not covered electronic products.

Program year

The period from October 1 through September 30.

Recycler

A person who accepts electronic waste from covered entities and collectors for the purpose of recycling. A person who takes products solely for reuse, refurbishment, or repair is not a recycler.

Recycling

The process of collecting and preparing electronic wastes for use in manufacturing processes or for recovery of usable materials followed by delivery of such materials for use. Recycling does not include destruction by incineration; waste-to-energy incineration, or other such processes; or land disposal.

Refurbish

To repair electronic devices to restore or improve it so that it may be used for the same purpose for which it was originally purchased.

Retailer

A person who sells, rents, or leases covered electronic devices to a person in the state, through any means, including sales outlets, catalogues, the telephone, the Internet, or any electronic means.

Reuse

Electronic waste changes ownership and is used, as is, for the same purpose for which it was originally purchased.

Sell or sale

Any transfer for consideration of title or of the right to use by lease or sales contract of a covered electronic device to a person in the state. Sell or sale does not include the sale, resale, lease, or transfer of used covered electronic devices or a manufacturer's or a distributor's wholesale transaction with a distributor or a retailer.

Television

Any telecommunications system or device containing a cathode ray tube or other type of display system with a viewable area of greater than four inches when measured diagonally that can broadcast or receive moving pictures and sound over a distance and includes a television tuner or a display device peripheral to a computer that contains a television tuner.

Transporter

A person that moves electronic waste from a collector to either another collector or to a recycler.