Oregon E-Cycles
State Contractor Program (SCP)
COLLECTOR HANDBOOK

Oregon SCP

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202-270-0058

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oregon E-CYCLES
oregonecycles.org

The Oregon SCP works in collaboration with the Oregon Department of Environmental Quality & the Oregon E-cycles Program

CONTACT INFORMATION

State Contractor Program (SCP)

National Center for Electronics Recycling
161 Studio Lane
Vienna, WV 26105
Website: electronicsrecycling.org
Email: oregon@electronicsrecycling.org
Fax: 866-463-4988
The SCP collaborates with the Oregon Department of Environmental Quality and the Oregon E-cycles Program.

Please direct any specific questions to the Team Members below:

- Recyclers/Overall SCP Program/Service Provider Agreements:
  Jason Linnell
  jlinnell@electronicsrecycling.org
  (304) 699-1008

  Kim Holmes
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- Collector Issues/Shipment Requests:
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  (304) 699-1007

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Oregon E-Cycles Program

Oregon E-Cycles Program
Oregon Department of Environmental Quality
Solid Waste Program and Policy Development Section
811 SW 6th Avenue, Portland, OR 97204
Website: https://www.oregon.gov/DEQ/ecycles/Pages/default.aspx
Email: ecycle.info@deq.state.or.us
Oregon E-Cycles Hotline: 1-888-5-ECYCLE (532-9253)
Oregon E-Cycles staff: (503) 234-3000

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1. STANDARDS & GUIDELINES

SITE MANAGEMENT

Collectors shall:
- Staff the site during operating hours to protect against theft and prevent mishandling and breakage of electronics. While there is no minimum, the operating hours should meet the needs of the community being served. Please notify the SCP if those hours change, particularly if the amount of service will be diminished.
- Operate in compliance with applicable environmental laws, rules, and local ordinances.
- Comply with Oregon E-Cycles Collection System Standards (Appendix A)
- Comply with Oregon E-Cycles Environmental Management Practices (Appendix B)
- Provide staffing that ensures incoming materials are screened for covered electronic devices (CEDs)
- Handle and store CEDs to minimize breakage
- Keep all storage areas clean and orderly, and clean up broken CEDs at once
- Make available to the public CED recycling information provided by the SCP or the DEQ
- Allow OR DEQ staff access to your facilities to inspect for compliance with these standards

Non-profit collectors[1] diverting CEDs for reuse or refurbishment must:
- Clearly inform covered entities that CEDs will be screened for reuse or refurbishment and that the unusable units will be recycled using environmentally sound management practices
- Allow CED generator/donor to decide if their item will be reused or refurbished
- Respect the generator/donor's preference if they do not want their CEDs reused or refurbished
- Properly triage and screen for reuse or refurbishment
- Refrain from scavenging parts and components from non-reusable equipment

PUBLIC OUTREACH

When asked for additional information regarding OR E-Cycles or the SCP, please direct them to use the resources below.

Websites with detailed information relating to the SCP and the collection process, including data security tips, processing standards, collection locations, and much more:

- DEQ Oregon E-Cycles: www.deq.state.or.us/lq/ecycle/
- SCP: www.electronicsrecycling.org/oregon

Collectors in the Portland area may also refer customers with non-covered products to METRO:
- Recycling Hotline: (503) 234-3000 between 8:30 a.m. and 5 p.m. Monday-Saturday
- Website: www.metro-region.org/index.cfm/go/by.web/id/525

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[1] Only 501(c)3 nonprofit organizations are allowed to set aside full units for reuse

SIGNAGE

Oregon E-Cycles collectors must post signage with information relating to hours of operation, accepted materials, data security, processing standards, potential for reuse, and more.

The SCP can provide collectors with DEQ-designed or approved posters, signage, and other materials for use in the Oregon E-Cycles collection program. Much of this may be provided in electronic format for printing on location. An example is below:

2. MANAGING COVERED ELECTRONIC DEVICES (CEDs)

RECEIVING CEDs

*The SCP can only compensate collectors for CEDs received from households, small businesses, and/or anyone with 7 or fewer CEDs (generators considered to be Covered Entities under the scope of the E-Cycles law). Please plan your operations accordingly.

Covered Entities (CEs)	Non-Covered Entities (NCEs)
- Households - Small businesses and nonprofits with 10 or fewer employees - Anyone with seven (7) or fewer CEDs	- Government offices - Businesses and/or non-profit organizations with more than 10 employees - Hospitals - School Districts
Covered Electronic Devices (CEDs)	**Non-Covered Electronic Devices (non-CEDs)**
- Computer monitors with a viewable area >4" diagonally - Televisions with a viewable area >4" diagonally - Desktop and portable computers - Peripherals (mice and keyboards) - Printers	- Fax machines - Stereos - White goods (washing machines, etc…) - Phones

When interacting with customers, a collector shall:
- Confirm they are a covered entity (CE), who are allowed to drop off more than seven (7) devices.
- Accept at no charge up to seven (7) CED units per non-covered entity per day.
- Assist them with moving their CED(s) to the designated area.
- Manage collection and disposition of non-CEDs outside of the SCP.
- Inform customers of the following:
    - CEDs may be triaged for reuse and follow their preference if they do not want their CEDs reused[2]
    - How to dispose of non-CEDs. You may refer customers in the Portland area to the METRO website (www.oregonmetro.gov/index.cfm/go/by.web/id=1383).
    - OR E-Cycles is financed by electronics manufacturers. The collection, transportation, and proper recycling of all covered electronics is overseen by the SCP, who is contracted with the DEQ.

Collectors SHALL NOT:
- Accept more than seven (7) CEDs from non-covered entities. Call the SCP at (202) 270-0058 if unsure.
- Dismantle any CEDs received for the SCP.
- Resell units or components unless approved by the SCP (see "Reuse and/or Refurbishment" for details).
- Remove power cords from CEDs.
- Leave CEDs outdoors for prolonged periods (see "Storing CEDs" for details).

REUSE AND/OR REFURBISHMENT

Only 501(c)3 nonprofit collectors can set aside full units for refurbishment and/or reuse. CEDs are to be taken free of charge and whole units may be put into REUSE or subject to minor repair by exchanging a whole or working part with a whole non-working part (i.e., REFURBISHMENT).

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[2] Only 501(c)3 nonprofit organizations are allowed to set aside full units for reuse and/or refurbishment

Reporting Reuse

If you are triaging CEDs for reuse, collectors are encouraged to report the number of units collected and reused to the SCP each month. Please use the SCP reporting form. Contact Kim Holmes if you need one.

STORING CEDs

Approve your storage space with a SCP representative before accepting CEDs, especially if this storage space changes during the course of the collection period. It is the collector's responsibility to properly handle CEDs and keep employees and the environment safe. See "Handling Broken Cathode Ray Tubes (CRTs)" for details.

CEDs must be stored with special attention to protection from the elements. CEDs may be accepted from the public and staged for shipment outdoors, but must be stored in enclosed areas with impervious floors. The storage must sufficiently protect CEDs from the weather. These locations may include, but are not limited to:

- Shipping containers
- Roll-offs with lids
- Warehouses

CEDs may be picked up directly from your storage area, so be sure that your storage area has a door that can accommodate a pallet jack, or forklift for loading pallets into a truck.

HANDLING BROKEN CATHODE RAY TUBES (CRTs)

Particular attention must be given to proper packaging and disposal of all CRT-containing devices.
Do Not Discard CRT Units in the Trash! CRT televisions and monitors contain lead in the glass and by law cannot be disposed in a landfill. Visit https://www.oregon.gov/DEQ/ecycles/Pages/ban.aspx for more information.

Do not attempt to remove any portion of the CRT from its housing or television cabinet.

If a CRT is broken or cracked, take precautions to limit airborne dust and skin contact when cleaning up broken glass from monitors and television sets that contain cathode ray tubes and when preparing them for disposal.

How to Clean Up a Broken CRT:

1. Wear personal protective equipment: Wear personal protective equipment appropriate to prevent injury when cleaning up broken CRT glass and debris. Recommended attire includes safety glasses, puncture resistant gloves (e.g. leather or other heavy-duty work gloves), protective clothing such as long-sleeved shirt, long pants, and closed-toe shoes.

2. Dampen while cleaning up: Thoroughly dampen all of the broken CRT material and then carefully scoop up and place the material into a secure container. Use a wet mister to dampen down the broken material prior to any cleanup work taking place. Keep the residual glass damp throughout the cleanup process. Pick up small glass fragments using powder sticky tape or duct tape. Wet mop and clean up the area to prevent residual lead/cadmium particles from becoming airborne.

Packaging a Broken CRT:

1. Contain the broken parts in a secure container: Use a sturdy box to contain all parts (especially the glass) of the broken unit. (If possible, use double plastic bags to hold the CRT and all broken glass before placing in box.) If the CRT is broken and cannot be removed immediately move the unit to a secure area where it is unlikely to be disturbed.

2. Position the broken CRT or protect it, so broken glass or other components will not spill out.

3. Secure and seal the cleanup box: Close the filled cleanup box securely and seal with tape to ensure all broken glass is securely contained. (If possible, use double plastic bags to hold all broken glass before placing in the box.)

4. Label the box "Broken Cathode Ray Tubes (CRTs)" with the date the box was sealed.

5. Inform your e-waste recycler and the SCP at the time of shipment request.

3. SENDING CEDs FOR RECYCLING

All items destined for recycling will be processed by SCP-contracted recyclers who meet established standards and who must account for all materials and residuals to end of life. Prior to shipping, collectors will need to prepare CEDs for pick-up by a SCP subcontracted transporter. CEDs shall be separated by type (Computers, monitors, TVs, printers, peripherals) using pallets, and/or Gaylords.

SORTING CEDs BY TYPE

COMPUTERS	MONITORS	TELEVISIONS	DESKTOP PRINTERS	MICE & KEYBOARDS
Laptop Desktop Tablet Slate	CRT LED LCD	CRT Projection LED LCD		
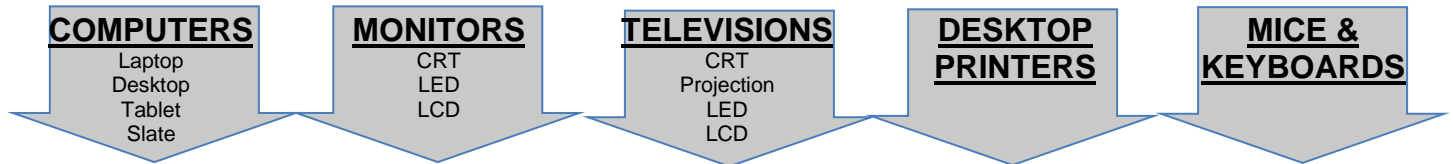
PREPARING CEDs FOR SHIPMENT

The examples provided here are only examples; this handbook is not intended to show the only procedures available to collectors. All collectors are encouraged to review the ERCC collection site best practices document (https://www.ecycleclearinghouse.org/contentpage.aspx?pageid=95). These instructions are provided to ensure safe transport of CEDs, while also maximizing the weight of the loads to ensure efficiency.

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 CEDs 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.

Monitors

Pallet only: Place CRT 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 CEDs 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.

Label each pallet as specified by the logistics partner.

Televisions

Pallet only: Palletize uniform sized TV's together, with CRT 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 CEDs 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.

Peripherals (Mice and Keyboards only)
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.

Remember:

- Sorting by brand name is NOT required
- To have a lift gate service provided, you must request it when arranging transport
- Collectors must manage non-CEDs without SCP assistance
- Use proper lifting techniques – TVs and some monitors can be heavy
- Use enough shrink/stretch wrap to secure each pallet for proper and safe transit
- A pallet 5' to 6' tall is adequate and should remain secure

SHIPPING CEDs

When a collector is ready to ship CEDs they must contact the SCP to initiate the shipping process. The process should flow as follows:

1. CONTACT THE SCP
- Option A: request shipments via the online system. We encourage all collectors to use the online system to initiate a shipping request. A shipping request can be made by following these steps:

1. go to:
http://www.electronicsrecycling.org/Oregon/public/default.aspx

2. Click on "My Account" and select "Login"

Official Site of the Oregon State Contractor Program for Electronics Recycling

Home   Contact Us   CLICK HERE To Recycle Your Electronics ▾   Useful Information ▾   My Account ▾

Login

👤 Username (email)

🔒 ******

Login   Cancel

3. Enter your email address and password:

If you do not know your email and/or password, contact Kim Holmes, Oregon@electronicsrecycling.org, or call (202) 270-0058.

4. A new page called "My Account" will appear

My Account

My Account Options

Pendleton Sanitary Services ✏edit
P.O. Box 1405
Pendleton, OR 97801
Denise Hodson ✏edit
P.O. Box 1405
Pendleton, OR 97801

Email: denise@pendletonsanitaryservice.com

Edit Company Information
Edit Contact Information
Contact NCER
Collector Report
Logout

Company Contacts

Name	Email
Amanda Coy	amanda@pendletonsanitaryservice.com
Denise Hodson	denise@pendletonsanitaryservice.com
Mike McHenry	mike@pendletonsanitaryservice.com

ADD COLLECTION DATA

Making a shipment request: click on "Add Collection Data" which will take you to the "Shipment Data" page.

Shipment Data

Month and Year of Collection:

March ⌄   2022 ⌄

Collection Location:

Select a location ⌄

Transporter:

⌄

Recyclers:

⌄

Save   Cancel

The month and year are automatically assigned, so no need to change them.
- Select your location and the page will automatically fill in the transporter and recycler
- Click save

Then you will go to the "Shipment Data" page where you can enter the data

SHIPMENT DATA

[edit]

Month and Year of Collection:	March 2022
Collection Location:	PENDLETON SANITARY SERVICE TRANSFER STATION
Transporter:	Metro Metals NW
Recycler:	Metro Metals NW

STEP ONE: Add Pallets

Number of Pallets

Product Type   Select CED type ⌄

Tare Weight   Pallet Only (35 lbs) ⌄

Weight

Certified

Add these pallets

STEP TWO: Enter BOL Information

Additional Text to Appear on BOL

Enter any additional text you would like to appear on the Bill of Lading.
You may enter up to 4 lines of text with a maximum of 50 characters per line.

Line 1:

Line 2:

Line 3:

Line 4:

Save Additional Text

STEP THREE: Submit Request

Request NCER Authorization   Back

To enter the request you just made, follow the process described below for each pallet.

STEP 1:
1. enter 1 in number of pallets
2. select the product type from the dropdown menu
3. click on the tare weight dropdown menu and select pallet and gaylord
4. enter the pallet weight

5. click "add these pallets"

Repeat that process for each pallet.

You can also enter generic weights for the pallets to save time. Instead of entering individual pallet weights, you would do the following for the load you just sent:

TVs
1. enter 17 in number of pallets
2. select the product type from the dropdown menu and click TV
3. click on the tare weight dropdown menu and select pallet and gaylord
4. enter 600 in pallet weight
5. click "add these pallets"

Computers
1. enter 3 in number of pallets
2. select the product type from the dropdown menu and click Computer
3. click on the tare weight dropdown menu and select pallet and gaylord
4. enter 600 in pallet weight
5. click "add these pallets"

Printers
1. enter 4 in number of pallets
2. select the product type from the dropdown menu and click Printers
3. click on the tare weight dropdown menu and select pallet and gaylord
4. enter 600 in pallet weight
5. click "add these pallets"

Monitors
1. enter 2 in number of pallets
2. select the product type from the dropdown menu and click Monitor
3. click on the tare weight dropdown menu and select pallet and gaylord
4. enter 600 in pallet weight
5. click "add these pallets"

STEP 2:
Once you've added all of the pallets, you can add notes:
- Line 1 is where you can add a shipment date and time (if known)
- Line 2 is where you can add the PUR number (if known)
- Line 3 is where you can add the number of pallets and gaylords you would like Metro to replace. *[This does not take the place of asking Metro for them when you schedule the shipment]*
- Line 4 is where you can add any additional details as needed
Be sure to click on "save additional text" so they will be added.

STEP 3:
- Click "Request NCER Authorization" at the bottom.

Once the request is submitted, the NCER team will be notified that a new shipping request has been submitted. Once the NCER team reviews and authorizes the request, collectors and recyclers will be notified of the approved shipping request.

In the collector notification email, you will be instructed to contact your designated recycler to schedule a pickup and request shipping supplies.

[mailto:]()If you have questions about how to input your request, contact Kim Holmes, [Oregon@electronicsrecycling.org]()
(202) 270-0058.

2. RECEIVE APPROVAL
The SCP sends email notification with a link to the SCP BOL to the collector, transporter, and recycler.

3. SCHEDULE PICKUP
The collector contacts the transporter to arrange CED pickup and request replacement shipping supplies. It is the collector's responsibility to inform the processor when they need these materials.
If you do not have a dock or fork lift, you must request a lift gate when arranging for transport.

4. FACILITATE PICKUP
The transporter arrives at scheduled time, and picks up CEDs for transport to the recycler.

PAPERWORK AND PAYMENT
Once the recycler receives the CEDs they will weigh each commodity by pallet and provide certified net weights. These weights will be the used to determine the collector compensation. The recycler invoices the SCP at the end of each month. The SCP compiles these costs, and generates shipment reports which are sent via email to each collector.

The program costs are submitted to the DEQ, who reviews and approves the expenditures. Once they release the funds to the SCP, payment will be sent electronically or via mail. If would like to receive electronic payments, contact Robert Ward (robert@electronicsrecycling.org, (681) 229-3032).

APPENDIX A:
COLLECTION STANDARDS

Oregon E-Cycles Collection System Standards (Final Draft 12/02/2009)
(https://www.oregon.gov/deq/FilterDocs/ecyclesCollectSystem.pdf)

This document describes the standards that the manufacturer's and state contractor recycling programs must meet when developing a collection system. These standards will also serve as guidance to DEQ staff evaluating the plans and services of the programs.

1. Convenient Collection System (provided at no fee to the generator)
- Collection sites and services should be evaluated and selected based on the following criteria:
  - proximity to population being served;
  - ease of access by covered entities;
  - adherence to environmentally sound management practices;
  - availability of facilities in area being served;
  - staffing capabilities; and
  - ability to accept all categories of CEDs.

- Collection systems should be designed with user convenience and availability in mind. Geographically central locations, adequate days and hours of operation, regularity of scheduled hours, and ongoing basis should be considered. Collection systems must also meet the legislative requirements for city/county or urban/rural areas and staffing.

- Selection of a specific collection site or service should address the needs of the identified market, and each site must meet, at a minimum, environmentally sound management practices for collection sites.

- Collection sites and services should be able to accept all categories and brands of CEDs.

- Collection sites must be staffed in a manner that can ensure that incoming materials are screened for CEDs from covered entities and for site security.

- Collection of CEDs from consumers may be accomplished through a variety of mechanisms designed to meet the needs of consumers as well as legislative and operational requirements. A combination of collection sites and services could be used to provide a convenient and accessible collection opportunity.

2. Collection sites may include (provided at no fee to the generator)
- a) Recycling depots;
- b) Waste collection and disposal facilities, i.e., waste transfer, drop-off and landfill facilities;
- c) Existing collection and re-use organizations;
- d) Retailers;
- e) Electronics repair shops; or
- f) Other suitable locations.

3. Collection services may include (provided at no fee to the generator)
- a) Non-permanent sites with collection activities (not to include curbside collection);
- b) Special events;
- c) Retailer "take back" programs, if at no cost to the user,
- d) Mail-in programs, if at no cost to the user, and
- e) Other.

4. Premium Services (provided at an additional fee to the generator)

a) Those providing premium services may charge an additional fee to the covered entity to cover the costs not paid by the plan, as described under 5(3)(b).
b) Premium services may include services such as:
- At-location system upgrade services
- At-home or at-business pickup services provided by a solid waste hauler that is authorized, by license, franchise, or similar authority, to provide curbside collection in that city or county, and
- Mail-in programs
c) CEDs received through premium services may be counted towards return share obligation.
d) Premium services may not be used to meet minimum service standards.

5. Alternatives to these standards must be submitted for approval by DEQ. Documentation must be provided to show that the alternative provides:
a) Equal or better convenience than a collection site;
b) Equal or increased collection of unwanted CEDs than would be achieved through a collection site; and
c) Free collection service to covered entities.

6. Regular Assessment. The performance of each type of collection site or service should be regularly assessed to determine how each can be improved and adapted to changing conditions.

Legislative Requirements:

For Manufacturer Programs:
HB2626 Section 5(2)(d)
- Include convenient service in every county in this state and at least one collection site for any city with a population of at least 10,000.
- A collection site for a county may be the same as a collection site for a city in the county.
- Collection sites shall be staffed and open to the public at a frequency adequate to meet the needs of the area being served.
- A program may provide collection service jointly with another program.
HB2626 Section 5(3)(b)
- Provide for collection…of CEDs for covered entities free of charge, except that a manufacturer that provides premium service for a covered entity may charge for the additional cost of that premium service.
HB2626 Section 2(11)
"Premium service" means services such as at-location system upgrade services and at-home pickup services, including curbside pickup service.

For State Contractor Program:
HB2626 Section 10(4)
- To the extent practicable, use existing local collection, transportation and recycling infrastructure.
- Use environmentally sound management practices to collect covered electronic devices.
- Provide for covered entities, free of charge, convenient and available collection services and sites for covered electronic devices in both rural and urban areas.

APPENDIX B:
Environmental Management Practices

Oregon E-Cycles Environmental Management Practices [collectors only]
https://www.oregon.gov/deq/FilterDocs/ecyclesEnvManPractices.pdf

Oregon's Electronics Recycling Law enacted in 2007 (House Bill 2626) creates and finances a statewide collection, transportation, and recycling system for desktop computers, portable computers, monitors, and televisions (covered electronic devices or CEDs). Manufacturers of CEDs sold or offered for sale in Oregon must either manage their own collection and recycling programs under a plan approved by DEQ or participate in the State Contractor Program established under this new law. These programs must use environmentally sound management practices for the collection, transportation, and recycling of CEDs.

"Environmentally sound management practices" are defined as:
> [P]ractices that comply with all applicable laws, including but not limited to adequate record keeping, tracking the fate of recycled materials, performance audits and inspections, provisions for reuse and refurbishment, compliance with worker health and safety requirements, maintaining liability insurance and financial assurances.

This document describes environmentally sound management practices for collection services provided under the State Contractor Program. These practices will also serve as guidance to DEQ staff evaluating the plans and services of manufacturer-run programs. Manufacturers' Environmental Management Practices that substantially incorporate these elements will be presumptively approvable by DEQ.

COLLECTION
1. Fees: CEDs collected for the OERP must be collected from covered entities free of charge except for the following services:
> Premium services as described in an approved plan to cover the costs not paid by the State contractor or manufacturer program.

2. Legal requirements: In addition to the requirements in this document, collectors must:
   a) Not dispose of whole CEDs through landfilling or incineration, beginning January 1, 2010.
   b) Comply with all applicable local, state, and federal requirements, including but not limited to environmental, health, and safety requirements;
   c) Notify DEQ if their facility receives a fine or notice of violation that is not corrected within 30 days; and
   d) If exporting, comply with all legal requirements that are applicable to the importation, operations, and transactions of each transit and recipient country and document its downstream vendors' adherence to such legal requirements.

3. Service standards: When providing collection services for the OERP, the collector must:
   a) Staff the site during operating hours;
   b) Provide covered storage areas so that the collected CEDs are protected from the weather;
   c) Handle and store CEDs to minimize breakage;
      (A) Cleanup spilled and broken CEDs immediately; manage according to established solid waste management laws and regulations;
      (B) Adhere to good housekeeping standards, including keeping all storage areas clean and orderly.
   d) Make available CED recycling information that is provided by the program(s) for which the collector is providing services or from the DEQ; and,
   e) Cooperate, when needed, with CED sampling efforts conducted by the State contractor and manufacturer recycling programs.

4. Reuse and refurbishment [Non-Profit Only]: When screening CEDs for reuse or refurbishment, collectors must:

    a) Post, in a readily visible location, information that informs covered entities that the CEDs are screened for reuse or refurbishment;

    b) Follow the generator's preference if the covered entities indicate they do not want their CEDs reused or refurbished;

    c) Triage and screen appropriately for reuse or refurbishment;

    d) Track separately the number of screened units which are sent for reuse and refurbishment;

    e) Ensure that CEDs designated for reuse and refurbishment are packaged in a manner that minimizes damage them during transportation; and

    f) Obtain written certification from the vendor(s) that the screened units are going for reuse and refurbishment and that the unusable units will be recycled using environmentally sound management practices as described herein.

    g) Store whole products, components, and equipment destined for reuse or refurbishment in a manner that:

        I. Protects them from adverse atmospheric conditions and floods;

        II. Is secure from unauthorized entrance; and

        III. Is in clearly labeled containers and/or storage areas.

5. Recordkeeping: Comply with applicable state and local recordkeeping requirements, including Oregon Material Recovery Survey reporting requirements (OAR 340-090-0100), and any CED reporting and tracking requirements for the OERP.

    a) Track CEDs, either by weight or number of units, coming from covered entities separately from non-covered entities.

    b) Track and maintain documentation where outgoing CEDs are sold, shipped or transferred.

6. Authorizing access: A collector must allow access to DEQ or their authorized third party representative for purposes of conducting sampling/counting to determine return share or assessing compliance with these EMPs.

7. Multiple programs: A collector may provide service to more than one program. The collector must maintain records of the number or weight of CEDs collected separately for each program.

8. Insurance: Possess adequate comprehensive or commercial general liability insurance to cover potential risks and liability associated with the nature and size of the collector's operations.

9. Site management: Accumulating CEDs, components, or materials derived from CEDs that are in need of further off-site processing for more than 180 days without recycling at least 75% of what was accumulated at the beginning of that period may be considered speculative accumulation and operating a storage or disposal facility under OAR Chapter 340, Divisions 93 – 97 and may require a solid waste or hazardous waste permit.

APPENDIX C:
Definitions

Collection: Means receiving, sorting, screening and preparing for transportation CEDs from covered entities. Collection does not include recycling, reuse, or refurbishment activities.

Collector: Means an entity that conducts and is responsible for collection activities.

Covered Electronic Device (CED):
Includes:
   a) Computer monitor of any type with a viewing area greater than four inches measured diagonally;
   b) Desktop or portable, including a notebook, computer; and
   c) Television of any type with a viewing area greater than four inches measured diagonally.
   d) Computer peripheral (mouse, keyboard); or
   e) Printer.

Does not include:
   a) Any part of a motor vehicle;
   b) Any part of a larger piece of equipment designed and intended for use in an industrial, commercial, or medical setting, such as diagnostic, monitoring, or control equipment;
   c) Telephones or personal digital assistants unless they contain a viewing area greater than 4 inches measured diagonally; and
   d) Any part of a clothes washer, clothes dryer, refrigerator, freezer, microwave oven, conventional oven or range, dishwasher, room air conditioner, dehumidifier, or air purifier.
   e) A device used to make reproductions that:
      a. Is floor-standing;
      b. Is a point of sale receipt printer;
      c. Is also a calculator;
      d. Can also make labels; or
      e. Is embedded in something other than a covered electronic device.

Covered Entity (CE): Households, small businesses and nonprofits with 10 or fewer employees, and anyone with 7 or CEDs.

Downstream Vendor: Any entity to which a collector or recycler transfers used or end-of-life CEDs, components, or materials for demanufacturing, processing, materials recycling, energy recovery, and disposal.

Materials of Concern: Includes each of the following, and any CEDs or component, or any aggregate material(s) derived from end-of-life CEDs or components (e.g. shredded, granulated, or mixed materials) containing:
   a) Any devices, including fluorescent tubes, containing mercury or polychlorinated biphenyls (PCBs)
   b) Batteries
   c) Cathode Ray Tubes (CRTs) and leaded glass
   d) Circuit boards

Recycler: Means someone who is conducting recycling activities for the OERP.

Recycling: Means processing through disassembling, dismantling, shredding, transforming, or remanufacturing CEDs, components, and by-products into usable or marketable raw materials or products in a manner such that the original products may lose their identity. Recycling does not include collection, direct reuse of CEDs, refurbishing, energy recovery, or disposal.

Refurbish: Means to repair a used CED in order to restore or improve it so that it may be used for the same purpose for which it was originally designed.

Reuse: Means any operation by which a CED or component of a CED changes ownership and is used, as is, for the same purpose for which it was originally purchased.

APPENDIX D:
The Basics

What is Oregon E-Cycles?
A program created by Oregon's electronics recycling law and financed by electronics manufacturers that provides free recycling of computers (desktops, laptops and tablets), monitors, TVs, keyboards, mice, and printers to households, small businesses and nonprofits, and anyone with seven or fewer items to recycle at a time*. The program is overseen by the Oregon DEQ.
*Households and small businesses may recycle more than seven covered electronic devices (CEDs) at a time.

What is the Oregon State Contractor Program (SCP)?
The SCP contracts with collectors, transporters, and electronics recyclers to ensure the free recycling of CEDs is convenient, cost-effective, and meets all relevant rules and regulations. The SCP conducts regular site visits and desk audits. The SCP is managed by the National Center for Electronics Recycling (NCER) and paid for by manufacturer fees.

What are CEDs?

CEDs:
- Computers: Desktop, laptop, tablet
- Monitors (any type, any size)
- Televisions (any type, any size)
- Printers (desktop only)
- Mice and keyboards

Not CEDs:
- Fax machines and scanners
- Cell phones
- Microwaves
- Stereos
- Appliances
- Video game consoles
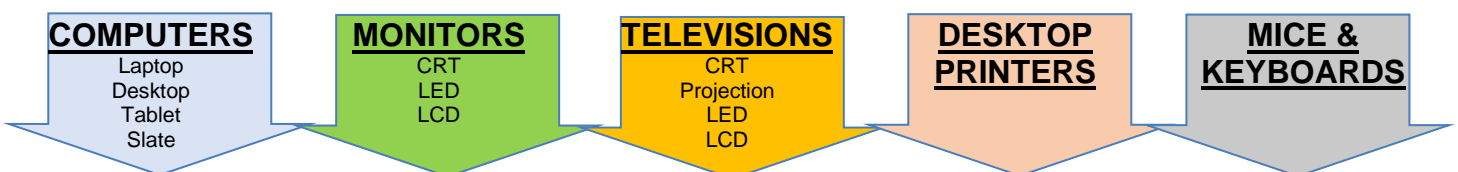- VCRs and DVD players

COLLECTING CEDs

DO:
- Staff the site to meet customer needs and protect against theft
- Post signage and inform the public about the landfill ban
- Accept all categories and brands of CEDs free of charge
- Assist customers with moving their CEDs to the designated area
- Handle and store CEDs to minimize breakage
- Keep storage areas orderly, and clean up broken CEDs
- Help customers properly dispose of non-CEDs

DO NOT:
- Accept more than 7 CEDs from non-covered entities
- Dismantle CEDs
- Resell CEDs or components
- Remove power cords from CEDs
- Leave CEDs outdoors for prolonged periods

SORTING & STORING CEDs
- Separate CEDs into the 5 categories shown below
- If possible, further separate TVs and monitors by CRT vs flat screen)
- Do not put non-CEDs (e.g., microwaves) on pallets or in Gaylord boxes
- Label each pallet or gaylord with the CED type and weight
- Store CEDs out of the weather (e.g., shipping containers, roll-offs with lids, or warehouses).

COMPUTERS	MONITORS	TELEVISIONS	DESKTOP PRINTERS	MICE & KEYBOARDS
Laptop Desktop Tablet Slate	CRT LED LCD	CRT Projection LED LCD		

SHIPPING CEDs
1. Make a request using the online tool. If you have questions about the shipping request process, contact Kim Holmes, Oregon@electronicsrecycling.com, or call (202) 270-0058.
2. Contact the recycler to schedule pickup and order shipping supplies (pallets, gaylords, shrink wrap).
3. Be ready to ship the CEDs at the scheduled time and provide assistance to the driver when needed.

ADDITIONAL INFORMATION

Download the 2022 Collector Handbook
https://www.electronicsrecycling.org/oregon/public/contentpage.aspx?pageid=49
Kim Holmes, (202) 270-0058.mailto: