



GUIDANCE DOCUMENT FOR ELECTRONICS COLLECTORS

Am I an electronics COLLECTOR?

You are a **COLLECTOR** if you are a public or private entity that receives electronic waste from covered entities or from another collector and that performs any of the following:

- A. arranges for the delivery of the electronic waste to a recycler.
- B. sorts electronic waste.
- C. consolidates electronic waste.
- D. provides data security services in a manner approved by the secretary.

If you have a permanent collection location in the state of Vermont, or if you are conducting a [one-day electronic waste collection event](#) from Vermont residents or businesses, you must register with the state of Vermont as a Collector.

What is “Electronic Waste”?

Electronic waste is ANY of the following types of electronic devices:

- Computers (such as desktops, all-in-one computers, laptops, notebooks, netbooks, and tablets)
- Computer monitors (any type—e.g., CRTs, flat panel displays, LCD displays, plasma displays)
- Printers (most types, including multifunctional machines - does *not* include floor-standing models)
- Televisions (any type—e.g., CRTs, flat panel displays, LCD displays, plasma displays)
- Computer Peripherals (items sold exclusively for external use which connect to a computer such as a mouse, keyboard, scanner, external hard drive, modem, computer speakers, etc.)
- Or see [Vermont Statute](#) for the definition.

How do I register as a Collector?

Whether a collector operates under the State Standard Plan or outside of the Plan, they must register with the State of Vermont ([click here to register](#)) and comply with the management standards as outlined in the [Procedure for the Environmentally Sound Management of Electronic Devices](#).

If you have any questions with Collector registration, please contact [Karen Knaebel](#) (802) 522-5736 or 1-855-6ECYCLE.

What is the fee to register with the State of Vermont as a collector?

There is no fee. You only need to provide basic information to register. ([Click here to register](#))

What must I do to collect electronic devices as a Vermont business?

ALL Collectors are required to comply with the following requirements in order to collect any computers, computer monitors, printers, televisions or computer peripherals in the state of Vermont from Vermont entities.

- Register with the State as a Collector ([Click here to register](#))

- Follow the storage and management standards in the [Procedure for the Environmentally Sound Management of Electronic Devices](#). For additional information see [Fact Sheet for Waste Electronic Devices](#).
- Determine whether to operate within the [State Standard Plan](#), a Manufacturer Individual Opt-Out Plan (if one has been approved) or, outside of the State Standard Plan.
- Report annually to the Agency of Natural Resources. (see last section below)

**What does it mean to be a collector who operates
within the State Standard Plan?**

Collectors who choose to operate within the [State Standard Plan](#) Program sign up with the state contractor who implements the program. The contractor provides compensation to the Collector for the collection of electronic waste (i.e., computers, monitors, televisions, printers, and computer peripherals). See contact information below.

State Standard Plan Collectors must:

- Provide for the collection of covered electronic waste (i.e., computers, computer peripherals, computer monitors, cathode ray tubes, televisions, and printers)
- Collect from any Vermont covered entity (i.e., households, charities, school districts, and businesses that employ 10 or fewer employees, or anyone who brings in 7 or fewer electronic devices), regardless of their location in the State of Vermont.
- Have adequate storage space to store all covered electronic devices:
 - a) on a surface that prevents materials from migrating
 - b) within a structure that protects devices from precipitation
 - c) in such a manner adequate to prevent breakage
- Sign a contract with the contractor who is implementing the State Standard Plan:

Jason Linnell, Executive Director, National Center for Electronics Recycling
Office: 304-699-1008, Cell: 304-374-8144
E-MAIL: jlinnell@electronicsrecycling.org

**If I am not able to meet the standards to participate within the State Standard Plan,
or I do not wish to participate in the State Standard Plan,
am I still able to operate “business as usual”?**

Yes. An electronics Collector is not required to participate in the State Standard Plan. Collectors not participating in the State Standard Plan may charge for services but must arrange and pay for their own recycling which means they would not be able to recoup any funds from the State Program. Also, this Collector must still report annually as required for any Collector. (See last section below)

**What information must a collector operating
WITHIN the State Standard Plan (SSP) report to the State?**

SSP Collectors’ annual report must include:

- The types of electronic waste collected (e.g., computers, computer monitors, printers, televisions, computer peripherals such as keyboards).
- The amount (by weight) of electronic waste (i.e., computers, computer monitors, printers, televisions, computer peripherals) sent to a recycler from all covered entities (i.e.,

households, charities, school districts, businesses who employ 10 or fewer individuals) during the preceding program year.

- The amount (by weight) of all other banned electronic devices (i.e., personal electronics such as personal digital assistants and music players, electronic game consoles, fax machines, all telephones, answering machines, videocassette recorders, digital versatile disc players, digital converter boxes, stereo equipment, and power supply cords as used to charge electronic devices) that was collected from covered entities (i.e., households, charities, school districts, businesses who employ 10 or fewer individuals, or anyone dropping off 7 or fewer devices) for the preceding program year.
- An identification that the weight reported above was collected “Within the State Standard Plan.”
- The amount of electronic waste (i.e., computers, computer monitors, printers, televisions, computer peripherals) either by weight or number of devices that was removed at the point of collection for reuse or refurbishment.

What information must a collector operating OUTSIDE of the State Standard Plan (SSP) report to the State?

Non-SSP Collectors’ annual report must include:

- The types of electronic waste collected (e.g., computers, computer monitors, printers, televisions, computer peripherals such as keyboards).
- The amount (by weight) collected of all banned electronic devices (i.e., computers, computer monitors, printers, televisions, computer peripherals, personal electronics such as personal digital assistants and music players, electronic game consoles, fax machines, all telephones, answering machines, videocassette recorders, digital versatile disc players, digital converter boxes, stereo equipment, and power supply cords [as used to charge electronic devices]) collected during the preceding program year.
- An identification that the weight reported above was collected “Outside of the State Standard Plan.”

How Do I Report to the State?

By January 31st each year, all collectors must report the quantities as listed above for the previous program year. See the [Re-TRAC Connect - How-To Guide](#) for details. Page 14 pertains directly to E-Cycles reporting.

To access the on-line reporting program (Re-TRAC):

- [Click here if you have never reported using the Re-TRAC system](#)
- [Click here if you have already registered in Re-TRAC](#)

If you are unable to access the internet forms, or need assistance with reporting, please contact [Rebecca Webber](#) (802) 522-3658 or call 1-855-6ECYCLE.