Vermont e-cycles

A program of the VERMONT Department of Environmental Conservation

GUIDANCE DOCUMENT FOR ONE-DAY COLLECTION EVENTS

What are One-Day Collection Events?

One-day collection events are collections of electronic waste for recycling that take *covered devices* from *covered entities* but are not using an ongoing electronics collection location.

What do I need to do to hold a One-Day event?

1. **Register** the event online.
2. **Decide your program and Set Up your event.** One-Day events can be held as part of the Vermont E-Cycles State Standard Program (SSP), through an approved Manufacturer Opt-Out program (OOP), or outside of any program.
3. **Follow the Procedure.**
4. **Report** what the event collected.

How to Register

All One-Day events must be registered, and each individual event requires its own registration. Use the registration website to register your event. Contact Karen Knaebel with registration questions.

How to Decide your program and Set Up your event

First use the information below to decide whether or not you would like to use the State Standard Program (SSP) for your event. Then contact the respective contractor to set it up.

As part of the SSP
Holding your event as part of the State Standard Program allows you to use the SSP Contractor for logistics. The SSP will also cover the costs of transportation and recycling for covered devices. SSP events:

- Must take *covered devices* from *covered entities* free of charge,
- Cannot refuse *covered devices* from any *covered entity*, and
- May arrange with the Contractor to take other, non-covered electronic waste if they wish.

To set up an SSP event, contact the SSP Contractor:
NCER, Jason Linnell, (304) 699-1008

Manufacturer Opt-Out Program or Outside any program
The holder of the event must set up all logistics, including payment for any costs associated with transportation and recycling.

COVERED DEVICES:

Computers (including desktops, laptops, Chromebooks, and tablets)

Televisions and Monitors (any type including the big old glass cathode ray tubes, flat panels, LCD, and plasma)

Printers (most types, including multifunctional machines - does not include floor-standing models)

Computer Peripherals (such as a mouse, keyboard, scanner, external hard drive, modem, computer speakers, etc.)

COVERED ENTITIES:

Vermont
- Households
- Charities
- School Districts
- Businesses under 10 employees
- Anyone bringing 7 or fewer units

Or see Vermont Statute for definitions.

How to Follow the Procedure

The One-Day event must follow the environmental management practices outlined in the Procedure for the Environmentally Sound Management of Electronic Devices. Please see section (g) under § 4. STANDARDS FOR COLLECTORS.

How to Report

Collection activities of One-Day events must be reported after the collection is held. The reports are due January 31st for the previous year.[1] Reports will include:
- the weight of covered devices collected in pounds,
- the types of covered devices collected (if outside of SSP/OOP),
- the amount of non-covered electronic waste collected (e.g. stereos, VCRs) (if any), and
- the number of covered devices removed for reuse at the event (if any).

Reporting is completed through *Re-TRAC Connect.* Event holders can:

- Login to a Re-TRAC account for existing accounts (e.g. transfer station account), or

- Create a new Re-TRAC account for this purpose.

See the Re-TRAC Connect - How-To Guide for details. Contact Kasey Kathan for information on Re-TRAC.

A note on Transporters

The transporter for a One-Day event must also be registered as a Transporter with the State's online database (even if they already have a solid waste hauler permit).

Contact Us

Agency of Natural Resources
Department of Environmental Conservation
One National Life Drive, Davis Building - 1st Floor
Montpelier, VT 05620-3704
802-828-1138

vtecycles.org

Karen Knaebel, 802-522-5736
John Fay, 802-522-5771

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[1] Reporting for the program year running Oct 1, 2015 through Sept 31, 2016 is due November 1, 2016. Reporting for the Interim Quarter running Oct 1, 2016 through December 31, 2016 is due January 31, 2017. Thereafter, reporting is due Jan 31 for the previous calendar year (e.g. reporting for program year running Jan 1, 2017 through Dec 31, 2017—the calendar year 2017—is due January 31, 2018).