

WHAT ARE THE STANDARDS FOR STORING COVERED ELECTRONICS?

- Televisions
- Printers
- Computers
- Computer monitors
- Computer peripherals



- **Label** all gaylords, pallets, and large individual devices with a “Covered Electronic Waste label” that identifies the:
 - Name of your facility or business.
 - Facility ID number (#200-5000) assigned at registration.
 - Date in which the first device was placed in the gaylord or on the pallet. For large devices that are stored separately, write the date the device was received.
 - Write the words “Electronic Waste” on the container if you are out of the provided labels. Need labels? Call (802) 522-5736.
- If you receive a **broken** device, place it in a separate container. Label the container with the words “Broken Covered Electronic Waste,” the date, and the facility name.
- **Store on a surface** that prevents potentially hazardous materials in electronic devices from getting into the soil, groundwater, or surface water.
- Store in a manner that **prevents breakage** during transportation, storage, and handling.
- Store within a structure or storage unit that **protects** the electronic devices **from precipitation**.
- **No outdoor storage** at any time, for any amount of time!
- **Display mandatory signs** (E-cycles Collector & Data Security) where visible to the public. Need signs? Call (802) 522-5736.
- **Hang a Release Plan** somewhere easily accessible for all staff. Find it at www.Ecycles.Vermont.gov. Scroll to the end of the webpage. It is in the list of “Additional E-Cycles Documents” on the left.

WHEN AND HOW SHOULD WE REQUEST AN ELECTRONICS PICKUP?

- When you are at 75% capacity or $\frac{3}{4}$ full, request a pickup. Do not wait until you have no more space for electronics.
- To request a pickup, log into your online account: www.electronicrecycling.org/vermont or call (802) 254-3636.
- For questions about online account issues, contact Robert Ward at: robert@electronicsrecycling.org, (681) 229-3032.
- For questions about scheduling pick-ups after receiving your Bill of Lading, contact your recycler.

HOW MUST **BROKEN** & DAMAGED ELECTRONIC DEVICES BE SAFELY STORED AND MANAGED?



- All **broken** electronic devices must be stored in a separate container for employee safety and to reduce the chance of additional damage, release to the environment, and fire.
 - The label on the container should include the date and the words “Broken Covered Electronic Waste.”
 - Send broken materials with the recycler in your next pickup.
- Cracked or broken glass can create cutting hazards for employees.
- Broken flat panel screens with fluorescent bulbs can release mercury, a toxic substance. Treat a device as broken if the screen is cracked and you can see the inside of the TV or monitor.
- The broken or exposed glass in Cathode Ray Tubes (CRTs), the picture tubes found in older televisions and computer monitors, contains lead. If the back of the CRT tube is exposed, the glass tube can easily implode, even without being struck, and send glass in all directions. Also, the wiring on the back of a bare CRT tube can hold its charge for a long time and is a shocking hazard.
- Bulging or damaged lithium-ion batteries, in small electronics such as laptops, tablets, and telephones, are a **fire hazard** and can burst into flame if damaged, bulging, or crushed by a larger object.
Important: Do not remove batteries from electronic devices. If a lithium-ion battery shows signs of bulging or damage, store the whole device or battery outdoors, away from any structures and in a watertight, covered container filled with sand, kitty litter, or dirt.

CONTACTS & RESOURCES:

- **Questions on gaylords/pallets, payments, reports for pounds collected, recyclers:**
Jason Linnell, NCER – jlinnell@electronicsrecycling.org
Office: (304) 699-1008 Cell: (304) 374-8114
- **Requesting shipments or Bill of Lading (BOL):**
Robert Kropp, NERC robert@nerc.org Office: (802) 254-3636
- **Questions about the program or signs, fact sheets, labels, etc.:**
VT DEC: Ecycles.Vermont.gov – karen.knaebel@vermont.gov
Call: (802)-522-5736 OR www.electronicsrecycling.org/vermont/
- **E-Cycles Training Video:** <https://youtu.be/ShvphBV10eI>