



GUIDANCE DOCUMENT FOR RECYCLERS

Am I an electronics Recycler?

You are an electronics **RECYCLER** if you have a permanent location in the state of Vermont and accept **computers, computer peripherals, monitors, televisions, or printers** from anyone, including collectors, for the purpose of recycling, reuse, or refurbishment.

Am I a Recycler if I **ONLY** collect electronics for reuse, repair or refurbishment?

No. If you solely collect [electronic waste](#) for reuse, repair, or refurbish of electronics, you are not a recycler.

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

ALL Vermont Recyclers are required (no matter if participating in a Plan or outside of any Plan) to comply with the following requirements in order to recycle any computers, computer monitors, printers, televisions or computer peripherals:

- Register with the State as a Recycler. ([Click here to register](#))
- Follow the storage and management standards in the [Procedure for the Environmentally Sound Management of Electronic Devices](#).
- Be either R2 or E-Stewards certified or for those who qualify, provide a variance to this requirement.
- Report annually to the Agency of Natural Resources. (see last section below)

Who has to register as a Recycler?

Any Vermont business that:

Recycles, reuses, and refurbishes *one or all* of the following electronic devices:

- Computers (such as desktops, all-in-one computers, laptops, notebooks, netbooks, and tablets)
- Computer monitors (any type, i.e., CRTs, flat panel displays, LCD displays, plasma displays)
- Printers (most types including multifunctional machines - does *not* include floor-standing models)
- Televisions (any type, i.e., 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, UPS, computer speakers, etc.)

Note: A business that collects any of the above devices solely to reuse, refurbish, and repair is not considered a recycler.

What if I am a Recycler located outside the state of Vermont, but recycle electronic devices collected in Vermont?

You would *not need to register*. If a recycler collects from a Vermont recycler, they would be required to comply with the standards of Responsible Recycling (R2) or e-Stewards as a downstream vendor.

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

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

What information must a Recycler report to the State?

Recyclers' annual report must include:

- The types of electronic waste managed (e.g., computers, computer monitors, printers, televisions, computer peripherals);
- The total weight of all **electronic waste** (i.e., computers, computer monitors, printers, televisions, computer peripherals) and **banned electronic devices** from **covered entities** (i.e. households, charities, school districts, businesses who employ 10 or fewer individuals);
- The total weight of electronic waste recycled during the preceding program year (and if any waste was collected directly from a covered entity at the recycling location, that weight identified separately);
- An identification of whether the weight reported above was collected under:
 - a) The State Standard Plan
 - b) Outside of the state plan
- The amount of electronic waste, by weight, that was removed for non-local reuse; and
- The amount of electronic waste, by weight, that was removed for local reuse.

For more information about requirements for recyclers, please contact:

[Karen Knaebel](#) at (802) 522-5736 or call 1-855-6ECYCLE.

How Do I Report to the State?

By January 31st each year, all recyclers in the state must report the quantities as listed above for the previous program year. If a recycler is also a *Collector* for the State Standard Plan, those quantities must be reported separately.

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

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

If you need assistance with reporting, please contact
[Rebecca Webber](#) at (802) 522-3658 or call 1-855-6ECYCLE.