

## Instructions for Completing CalRecycle 197 Covered Electronic Waste Transfer Receipt

Please complete this form to document the transfer of Covered Electronic Wastes (CEWs) between Approved Collectors and Approved Recyclers. This required information must accompany all CEW Recycling Payment Claims (CalRecycle 196). Use fillable PDF feature or print legibly in ink. Void errors only by using a ~~single line strike through~~.

### I. Transfer Information

- Enter the Date of Transfer.
- Enter Approved Collector's Name and CEWID number.
- Enter Approved Recycler's Name and CEWID number.

### II. Transfer Amounts and Discrepancy

- If operating as a Dual Entity (Approved Collector is also the Approved Recycler) during this transaction, check the box.
- In the "Certified Units Transferred" column, enter the certified unit counts of CRT and non-CRT CEWs (the unit counts as recorded on the weight certificates).
- In the "Certified Pounds Transferred" column, enter the certified weights of CRT and non-CRT CEWs (the weights as recorded on the weight certificates).
- In the "From Certified Units Transferred, SA Units" column, enter the number of CRT and non-CRT CEW units that represent the Source Anonymous/SA units from the "Certified Units Transferred" totals as documented on a CalRecycle 198/SA Collection Log. Although this amount is included as part of the total units transferred count, the regulations require for SA CEWs to be recorded separately.
- Calculate and enter the total amounts for each column.

### III. Document Attachments

Check the boxes if you have attached the following copies received from the Approved Collector for this transaction:

- Applicable portions of all collection logs (CalRecycle 198 and CalRecycle 198SA) [Title 14, CCR § 18660.20(j)(1) and § 18660.20(h)].
- Proof of Designations (CalRecycle 184) [Title 14, CCR § 18660.20(h)(4)].

### IV. California Source Declaration and Weight Verification

#### Collector

- Provide a description of any activity, such as storage, repair, refurbishment, resale, reuse, transfer, or export that explains any discrepancy between the CEWs transferred and the CEWs collected as documented in the collection log. [Title 14, CCR § 18660.20(h)(3)].
- Provide signature from Approved Collector declaring the individual signing verified all CEWs transferred to the Approved Recycler for which recovery payments are requested are solely from California sources and have not been previously submitted for payment.

#### Recycler

- Provide signature from Approved Recycler declaring the individual signing verified the unit counts and weights of CEWs transferred and documented on CalRecycle 197/Transfer

Receipt are true, accurate and have not been previously submitted for payment. If the Approved Collector is operating as a Dual Entity (also the Approved Recycler in the transaction), then the Dual Entity will sign both this section and the previous Collector section.

## V. CEWs Transfer Discrepancy Detail

If not all of the CEWs transferred by the Approved Collector to the Approved Recycler are cancelled during the Claim Activity Period and included for payment on the claim, then the Approved Recycler will need to provide additional details in Recycler-Table 1 for the CEWs being claimed. As an example, an Approved Collector transfers both CRT and non-CRT CEWs to an Approved Recycler, which is documented on a CalRecycle 197/Transfer Receipt and is accompanied by the appropriate source documentation. If the Approved Recycler elects not to claim the non-CRT CEWs transferred by the Approved Collector, then the Approved Recycler must document the discrepancy between the amounts transferred and claimed in Table 1. If/when the Approved Recycler is ready to claim the CEWs not previously claimed, then the Approved Recycler will need to document those previously unclaimed CEWs in Recycler-Table 2.

### Recycler Table 1

- Enter the Reporting Month/Year the CEWs are being claimed as noted on CalRecycle 196.
- Enter only the certified unit and weight amounts of the CEWs transferred and claimed.
  - In the “Certified Units Transferred and Claimed” column, enter the CRT and non-CRT CEW units.
  - In the “Certified Pounds Transferred and Claimed” column, enter the CRT and non-CRT CEW weights.
  - In the “From Certified Units Transferred and Claimed, SA Units” column, enter the number of CRT and non-CRT CEW units representing the SA units from the “Certified Units Transferred and Claimed” totals.
  - Calculate and enter the total amounts for each column.
- Identify directly on the collection logs with a ~~single line strike through~~ which entries/sources are not to be considered for the claim. Keep a copy of the collection logs before marking them with a ~~single line strike through~~ as you will need an unmarked copy to use if/when the remaining CEWs are claimed (see instructions below).

### Recycler Table 2

- Make a copy of the original CalRecycle 197/Transfer Receipt previously submitted with a claim (keep the original CalRecycle 197 with the previously submitted claim for your records).
- Follow Recycler instructions from Recycler Table 1 and enter certified units and weight amounts in each column.
- Attach the collection logs (that were previously submitted with the original CalRecycle 197/Transfer Receipt) and identify which entries/sources are not to be considered with the second claim submission by using a ~~single line strike through~~ (the previously claimed entries/sources identified for Recycler Table 1 would have a ~~single line strike through~~ in the second claim submission).