

Instructions for Completing CalRecycle 198 Covered Electronic Waste (CEW) Collection Log

This Collection Log is a record to be maintained by an Approved Collector and Approved Recycler that records CEW collection activities as specified in Title 14, CCR § 18660.20(j). Source Documentation is a collection log and other information developed, maintained and transferred pursuant to Title 14, CCR § 18660.20(h) of the regulations, that demonstrates the eligibility, originating generator and/or intermediate handlers of collected CEWs as applicable. Use fillable PDF feature or print legibly in ink. Void errors only by using a single line through the error.

I. Approved Collector or Handler Information

Complete as specified on form.

II. Material Received from California Source

Complete as specified; for more instruction see details below.

Type of Source

Indicate the type of California Consumer that is discarding the CEW with the Approved Collector/Handler as documented on this collection log. Use categories of consumers such as:

- R - Residential = Person(s) from a residence that used the covered electronic device (CED) at the address listed and is discarding the CEW with the Approved Collector/Handler listed on collection log.
- B - Business = CED used by the business at the address listed as the California source that is discarding the CEW with the Approved Collector/Handler.
- G - Government = CED used by the government office at the address listed as the California source that is discarding the CEW with the Approved Collector/Handler.
- NP - Non-profit = CED used by the non-profit at the address listed as the California source that is discarding the CEW with the Approved Collector/Handler.
- E - Educational Institution (schools) = CED used by the school at the address listed as the California source that is discarding the CEW with the Approved Collector/Handler.
- OC/H - Other Collector or Handler = CEWs collected by an Approved Collector or Handler that is not the California source (defined below) of CEWs. Provide CEW information in the "Materials Received" column of collection log for CEWs collected by the OC/H and attach appropriate collection logs for the California sources that the OC/H collected from (these separate collection logs provided from OC/H are often referred to as secondary collection logs or sublogs). The term "Handler" is defined below and is used for those collecting CEWs that are not an Approved Collector with a CEWID # and do not show an active status in our directory (you may [check the status of Approved Collectors](https://www2.calrecycle.ca.gov/Electronics/cew/participantsDirectory) here: <https://www2.calrecycle.ca.gov/Electronics/cew/participantsDirectory>).

Provide Brief Description of CEW Collection Activity.

The regulations require a brief description of collection activity or event. In this column, specify exactly how the CEWs were collected: Pick-Up by Approved Collector/Handler from source address, Drop-off by source at Approved Collector/Handler address noted above, Collection Event Drop-off at address noted above. Provide additional details as necessary (e.g., estate sales, auctions, foreclosure clean-ups). CEWs collected as part of a designation should be listed and totaled on a separate log.

Partial Summary of Applicable Regulations - Title 14, CCR

§ 18660.5(a)(11): "California Source" means persons, as defined in Section 42463(n) of the Public Resources Code, located in California who generate CEWs after their own use of a CED. Persons who receive, accumulate, consolidate, store, or otherwise handle discarded, donated or collected CEWs are not the California sources of those CEWs.

§ 18660.5(a)(21): "Handler", for the purposes of this Chapter, has the same meaning as a universal waste handler or CRT material handler, as applicable, as defined in Section 66273.9 of Title 22 of the California Code of Regulations.

§ 18660.20(h): An approved collector shall provide to any approved collector or approved recycler to whom it transfers CEWs information on the origin (California or non-California) and cancellation status of CEWs transferred, including but not limited to the following:

- (1) Signed statement listing the sources(s) of the transferred CEWs as recorded pursuant to subsection (j) of this section.
- (2) A copy(ies) of the applicable portions of the collection log specified in subsection (j) of this section that describe the collection activities that resulted in the transferred CEWs.
- (3) Written description of any activity, such as storage, repair, refurbishment, resale, reuse, transfer, packaging or consolidation, that explains any discrepancy between the CEWs transferred and the CEWs collected as recorded in a log specified in subsection (j) of this section.
- (4) A copy of any applicable Proof of Designation, issued pursuant to and used in accordance with Article 7 of this Chapter, associated with CEWs collected while acting as a designated approved collector for a local government.

§ 18660.20(j)(1): In addition to the general record keeping requirements in Section 18660.8 of this Chapter, an approved collector shall maintain the following records:

- (1) A collection log containing:
 - (A) For each collection activity or event that results in CEWs transferred to the approved collector, a brief written description of the collection activity or event, including the type of California sources targeted for collection, the date and location the activity or event occurred, the number of CRT CEWs or non-CRT CEWs collected, and an estimate of the weight of CEWs collected.
 - (B) Approved collectors that are not California local governments, nor entities acting as the Designated Approved Collector for a California local government, shall maintain a list of all California sources who discarded the CEWs transferred to the approved collector, including the name and address of the California source and the number and type(s) of CEWs discarded by the California source.
 - (C) When receiving five (5) or more CEWs units discarded from a non-residential California source, an approved collector shall record the name of the non-residential organization, an address, a contact person and a telephone number.
 - (D) A list of other handlers and approved collectors who transferred CEWs to the approved collector in any month, including the name and address of the other handler and approved collector and the number of CEWs transferred and the sources of those CEWs as recorded pursuant to parts (A) and (B) of this Section.