

Instructions for Completing CalRecycle 184 Proof of Designation Form

This form may be used as a Proof of Designation under Title 14 of the California Code of Regulations (CCR) § 18660.49 when issued by a California Local Government. It must be completed by representatives authorized to act on behalf of that Local Government and the Designated Approved Collector. A copy of the completed designation must be transmitted to CalRecycle by the Local Government at least 30 days prior to use by the Designated Approved Collector.

I. Designating Participants Information

- Name of the designating California city, county, city and county, joint powers authority, or public service district responsible for household hazardous waste or residential waste management planning or services.
- Name of the Designated Approved Collector and its associated covered electronic waste identification number (CEWID #).

II. Designation Collection Activity Details

- The Designation beginning date is the date the Designation is issued by the Local Government. The Designation beginning date must be at least 30 days prior to any CEW collection activity conducted under the Designation. The Designation end date is the prerogative of the Local Government; however, a Designation may remain valid only while an Approved Collector maintains active standing in the CEW program.
- Location(s) where the collection activities may occur.
 - Description of the geographic area to be served by the Designation Approved Collector under the Designation. Typically, this is limited to those areas under which a Local Government exerts jurisdictional authority and may be further limited as warranted.
 - Specific sites and addresses at which permanent drop-off services will be provided.
- Method and Description of Collection Activities. Indicate the method of CEW collection authorized under the Designation by checking each authorized method (e.g. permanent drop-off, curbside, illegal disposal clean-up, temporary special events).
- In the description box, provide details about the collection (ex. load check activities, community clean up event, franchise agreements, etc.).

III. Signed Certification Statements

- The name and contact information of the Local Government representative authorized to issue the Designation, including a signed and dated certification.
- Other Local Government Contact. The name and contact information for a Local Government authorized to be a contact person, if different from the previous contact.
- The name and contact information of the Designated Approved Collector representative listed in the Approved Collector's CEW program application pursuant to 14 CCR 18660.11, including a signed and dated certification.

For Recycle Use Only

This area is to be completed by the CalRecycle designation staff. Staff will send the completed form and confirmation to the Local Government and the Designated Approved Collector which will need to be used in the claim submittals.

IV. Mailing Instructions

Completed Form 184 must be transmitted by the Local Government either by mail:

CalRecycle
Electronic Waste Recycling Program, Designation Processing, MS #9
1001 I Street, P.O. Box 4025
Sacramento, CA 95812-4025

Or email at EWasteDesignations@calrecycle.ca.gov