



CALRECYCLE'S COVERED ELECTRONIC WASTE PROGRAM

APPROVED COLLECTOR AND HANDLER INFORMATION

Outreach Assistance
Submitting Compliant Collection Logs

Revised 3/22/22

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Introduction

Welcome to CalRecycle's Covered Electronic Waste (CEW) Recycling Program (Program/CalRecycle).

In this packet, you will find tools intended to assist you in the collection and submission of information required pursuant to the CEW Recycling Program regulations. The use of the forms available through CalRecycle are not required, but can be used as an effective guide in ensuring that all of the required information is included (CalRecycle forms are available at <https://www.calrecycle.ca.gov/Electronics/Recovery/Application/>). There are many ways to fill out collection logs. Some examples are included in this packet to help you find what works best and meet all applicable statutory and regulatory requirements.

Please note that this informational packet does not list or thoroughly describe all requirements for Approved Collectors, Handlers, and other regulated parties and is not intended to substitute all necessary requirements. CalRecycle encourages you to read and understand the Act and all of the CEW Recycling Program regulations. Go to: [WestLaw Code of Regulations, Chapter 8.2. Electronic Waste Recovery and Recycling](#).

Program staff suggests an open dialogue with your recycler(s) to facilitate a cohesive working relationship. CalRecycle is also available whenever assistance is needed, and we encourage questions to ensure proper documentation.

It is also important to know that as an Approved Collector you are responsible for the collections made by your Handlers.

The program is ever evolving so keep updated by subscribing to the Program's listserv at: <https://www2.calrecycle.ca.gov/Listservs/Subscribe/10>

Electronic Waste Recycling Act

The CEW Recycling Program was created with the passing of the Electronic Waste Recycling Act (Act) of 2003 (SB20/SB50). Prior to the passing of this Act, it was estimated that California households had more than 6,000,000 obsolete computer monitors and TVs stored in homes. Electronic waste contains hazardous materials such as lead and mercury, posing a risk to the environment and to public health when improperly disposed of. Collecting the electronic waste was costly for Local Governments and non-profit organizations and only 20% of obsolete monitors and televisions were recovered for recycling. The act intended to provide cost-free recycling for consumers, reduce illegal dumping, eliminate the stockpile of waste monitors and TVs in homes, and provide financial relief to Local Governments. It also required manufacturers to decrease the amount of hazardous materials in covered products.

Definitions

The following is a subset of definitions that appear in Title 14, California Code of Regulations (CCR) section 18660.5. Please check the current, official version of the regulations to see all of the definitions and to ensure there are no changes to the regulatory text. [WestLaw Code of Regulations, Chapter 8.2. Electronic Waste Recovery and Recycling](#).

“Approved Collector” means an authorized collector as defined in Section 42463(b) of the Public Resources Code who applies to CalRecycle for approval and whose application is approved pursuant to this Chapter and therefore may be eligible for recovery payments from approved recyclers.

“Approved Recycler” means a “covered electronic waste recycler” as defined in Section 42463(h) of the Public Resources Code who applies to CalRecycle for approval and whose application is approved pursuant to this Chapter and therefore may be eligible for recycling payments from CalRecycle.

“CRT device” means a whole covered electronic device containing a Cathode Ray Tube.

“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.

“CalRecycle” means the Department of Resources Recycling and Recovery.

“Collection log” means a record maintained by an approved collector that records CEW collection activities as specified in Section 18660.20(j) of this Chapter.

“Covered Electronic Device” or “CED” has the same meaning, for the purposes of this Chapter, as a covered electronic device specified in Section 42463(e) of the Public Resources Code.

“Covered Electronic Waste” or “CEW” means a discarded device that DTSC has determined to be a covered electronic device, as specified by Section 42463(e) of the Public Resources Code.

“Designated Approved Collector” means an approved collector, as defined in subsection (a)(2) of this section, that has been designated by a California Local Government to provide CEW collection services for or on behalf of the Local Government in accordance with Article 7 of this Chapter.

“DTSC” means the Department of Toxic Substances Control.

“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.

“Illegal Disposal” means, for the purposes of this Chapter, the disposal or placement of CEWs on a property without the permission of the owner(s) of, or responsible party(ies) for, the property.

“Proof of Designation” means a document issued by a California Local Government to a Designated Approved Collector in accordance with Article 7 of this Chapter.

“Recycling payment claim” means an approved recycler's claim that includes all required documentation submitted to CalRecycle for recycling payments for cancelled CEWs.

“Source-anonymous CEWs” means CEWs whose originating California source cannot be identified in collection log information required pursuant to Section 18660.20(j)(1)(B) of this Chapter.

What is covered by the Program?

A covered electronic device (CED) is defined as a video display device containing a screen greater than 4 inches measured diagonally that has been determined by the Department of Toxic Substances Control (DTSC) to be hazardous when discarded and is identified in DTSC's regulations.

The following devices are CEDs, per Title 22 CCR section 66260.201:

- Cathode ray tube containing devices (CRT devices);
- Cathode ray tubes (CRTs);
- Computer monitors containing CRTs;
- Laptop computers with liquid crystal display (LCD);
- LCD containing desktop monitors;
- TVs containing CRTs;
- TVs containing LCD screens (excluding LCD projection televisions);
- Plasma TVs (excluding plasma projection televisions);
- Portable DVD players with LCD screens;
- Organic light-emitting diode (OLED)-containing televisions; *
- OLED-containing laptop computers; *
- OLED-containing tablets; *
- OLED-containing desktop monitors; *
- LCD-containing tablets; and *
- LCD-containing smart displays. *

* Eligible for payment from the CEW Recycling Program if collected starting 7.1.22.

This list of devices is subject to change, as DTSC tests new products for hazardous materials to determine if they should be categorized as a CED.

The following are **NOT** CEDs, per PRC section 42463(e)(2):

- A video display device that is a part of a motor vehicle, as defined in Section 415 of the Vehicle Code, or any component part of a motor vehicle assembled by, or for, a vehicle manufacturer or franchised dealer, including replacement parts for use in a motor vehicle.
- A video display device that is contained within, or a part of a piece of industrial, commercial, or medical equipment, including monitoring or control equipment.
- A video display device that is contained within a clothes washer, clothes dryer, refrigerator, refrigerator and freezer, microwave oven, conventional oven or range, dishwasher, room air-conditioner, dehumidifier, or air purifier.
- An electronic device, on and after the date that it ceases to be a covered electronic device under subdivision (e) of Section 25214.10.1 of the Health and Safety Code.

If you are not certain if an electronic device is a CED, contact the [Department of Toxic Substances Control](#) for clarification.

Collection Logs

In addition to identifying the information about the Approved Collector and Handler, the CEW Recycling Program regulations require CEW collection logs to be written in English, be legible, and contain the following information: (see Title 14 CCR section 18660.7(e):

- **Name and address** of your organization, as shown on Application.
- **Owner's name and phone number** (only for Approved Collectors).
- **CEWID number** that was assigned to you upon approval (only for Approved Collectors).
- **Collection Event Location (Address)** The location (address) at which the collection activity or event occurred may be your address or a different address.
- **Date** when CEWs were collected from the California Source.
- **Type of California Source** that you collected from (e.g., resident, business, government, non-profit, educational institution, etc.).
- **Name and address** of the California Source (see definition on page 3).
- **Owner name and address of the Handler or Approved Collector** that you received CEWs from (see California Sources, Handlers, and Sub Logs section of this packet for more information).
- **Contact person and name** - When collecting five (5) or more units from a nonresidential California Source, the non-residential organization name, and a contact person and phone number for that California Source is required. Although not required, it would be beneficial to provide the phone number for all California Sources if possible.
- **Brief description of the CEW collection activity**- How were the CEWs collected? (e.g., collection event drop-off, drop-off by California Source at your organization's address, picked-up by Approved Collector/Handler from California Source's address). Add additional details as necessary, to complete the description of the CEW collection activity (e.g., estate sales, auctions, foreclosure clean-ups).
- **Number of CRT CEW units** collected from each California Source.
- **Estimated weight**, preferably in pounds, of the CRT CEW units collected from each California Source.
- **Number of non-CRT CEW units** collected from each California Source.
- **Estimated weight**, preferably in pounds, of the non-CRT CEW units collected from each California Source.
- **Totals for the collection logs** – Please provide the total number of CRTs, total estimated CRT weight, total number of non-CRTs, and total estimated weight of non-CRTs as this will help CalRecycle's review.

Below is an example of a correctly completed collection log:

Covered Electronic Waste (CEW) Collection Log

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Jen's Recycling Company	CEWID #: 123456
Approved Collector/Handler Address, City, Zip: 1111 Main Street, Hill Valley, 95555	
Primary Contact Name: Jennifer Smith	Telephone #: (916) 322-1826
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
10/25/2021	B	Melissa's Diner	123 A street, Hill Valley, California, 95555	Melissa Jones, (916) 123-4567	Picked up from Melissa's Diner	1	75	4	60
10/26/2021	E	Rebecca Academy	567 11th Street, Hill Valley, California, 95555	Rebecca Thompson (707) 987-4567	Picked up from Rebecca Academy			20	200
10/28/2021	R	Matt Doncic	1001 I Street, Hill Valley, California, 95555		Picked up from Matt Doncic			1	15
N/A	N/A	N/A	N/A	N/A	Page Totals	1	75	25	275

(Note: Type B=Business, E=Education, R=Residential.)

California Sources, Handlers, and Sub Logs

In order for CEWs to be eligible for payment in the CEW Recycling Program, the California Sources of the CEWs must be documented. Steps that a collector can take to verify a California Source include, per Title 14, CCR section 18660.20(c):

- Posting signs and asking if the person from whom CEW was collected used the CEW.
- Conducting spot checks or surveys.
- Checking for a valid California identification card, California license plate on a vehicle, or a bill of lading showing a California origin.
- Requiring additional documentation from California Sources or collectors delivering large numbers of CEWs.
- Instituting measures to prevent CEWs from being dropped-off anonymously or illegally disposed at the Approved Collector's facilities or operations.

Some people from who you will collect CEWs may not be the California Sources of the CEWs, but

rather Handlers of the CEWs. Businesses, including but not limited to, electronic repair businesses; IT companies; property management companies; self- storage facilities and contractors often collect CEWs from their customers or tenants. It is important to understand the difference between a California Source and a Handler.

Simply stated, if someone who discards CEW owned and used the CEW in California, they are the California Source. If someone collected a TV or monitor from a California Source, and merely transferred it to an Approved Collector, they are a Handler. Please refer to the definition of "California Source" stating that "Persons who receive, accumulate, consolidate, store or otherwise handle discarded, donated, or collected CEWs are not the California Sources of those CEWs."

When CEWs are not collected directly from a California Source, collection logs must clearly indicate that a Handler collected the CEWs. Pursuant to Title 14, CCR section 18660.20(j)(1)(D), the Approved Collector must maintain collection logs of the California Sources that the Handler collected the CEWs from. CalRecycle and the regulated community refer to these logs as sub logs. If the Handlers are not listed in an Approved Collector's documentation and/or if the Handler's sub logs are not provided, the CEWs from these Handlers will be ineligible for payment in the CEW Recycling Program. This would be the same requirement if an Approved Collector collected material from another Approved Collector. Collection logs, or sub logs, would need to be provided.

Below are two ways to list Handlers in logs using CalRecycle Form 198:

- Enter sub logs on the line below the Handler information: You may show that a business or resident is a Handler by entering H as the Type of Source, and state “see sub logs below” as the Description of CEW Collection Activity. On the line(s) below, enter the information for the business(es) or resident(s) that the Handler the CEW was collected from.

Covered Electronic Waste (CEW) Collection Log

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Melissa's Mess Clean Up	CEWID #: 111111
Approved Collector/Handler Address, City, Zip: 1111 Made Up Road Neverland, CA 12345	
Primary Contact Name: Melissa Hensley	Telephone #: (123) 456-7890
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
4/7/21	H	Jennifer's Haul Away	4444 Traffican Way Overland, CA 45678	Jennifer Sheehan (456) 123-0987	Drop off see log below				
4/5/21	R	Alan Harper	8543 Truley Not Your Way Overland, CA 45678	(456) 312-8257	Picked up	1	30	2	30
4/5/21	R	The Rock	9687 Truley Not Your Way Overland, CA 45678	(456) 789-4563	Picked up			1	15
4/5/21	R	MacGuyver Smith	9650 Truley Not Your Way Overland, CA 45678	(456) 800-8080	Picked up	2	60	3	45
4/5/21	R	Shakespear McBeth	5252 Come Away Drive Overland, CA 45678	(456) 301-2040	Picked up	1	30		
4/5/21	B	Kohls	8001 Eye Street Overland, CA 45678	(456) 401-1234	Picked up			4	60
4/5/21	R	Peace Out	100 Snoring Circle Overland, CA 45678	(456) 967-6543	Picked up			2	30
N/A	N/A	N/A	N/A	N/A	Page Totals	4	120	12	180

*For transfers of 5 or more units provide contact person name & phone [Title 14, CCR § 18660.20(j)(1)(C)]

- Separate 198: Another option for recording Handlers and sub logs is to use a separate CalRecycle 198. Enter the Handler's information in I. Approved Collector/ Handler Information. Enter the business(es) or resident(s) that the Handler collected from under II Material Received from California Source.

Covered Electronic Waste (CEW) Collection Log

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Jennifer's Haul Away	CEWID #: Handler
Approved Collector/Handler Address, City, Zip: 4444 Traffican Way Overland, CA 45678	
Primary Contact Name: Jennifer Sheehan	Telephone #: (456) 123-0987
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
4/5/21	R	Alan Harper	8543 Truley Not Your Way Overland, CA 45678	(456) 312-8257	Pick up	1	30	2	30
4/5/21	R	The Rock	9687 Truley Not Your way Overland, CA 45678	(456) 789-4563	Picked up			1	15
4/5/21	R	MacGuyver Smith	9650 Truley Not Your Way Overland, CA 45678	(456) 800-8080	Picked up	2	60	3	45
4/5/21	R	Shakespear McBeth	5252 Come Away Drive Overland, CA 45678	(456) 301-2040	Picked up	1	30		
4/5/21	B	Kohls	8001 Eye Street Overland, CA 45678	(456) 401-1234	Picked up			4	60
4/5/21	R	Peace Out	100 Snoring Circle Overland, CA 45678	(456) 967-6543	Picked up			2	30
N/A	N/A	N/A	N/A	N/A	Page Totals	4	120	12	180

*For transfers of 5 or more units provide contact person name & phone [Title 14, CCR § 18660.20(j)(1)(C)]

If you collect frequently from a person, business, or organization that is a Handler, sharing the CalRecycle 198 form with that person, business, or organization may be helpful. This would allow the Handler to record the required information as they collect from their California Sources. When collecting the CEWs from the Handler, you could also collect the completed CalRecycle 198.

Please note that residents that discard a large number of CEWs, or that discard frequently may be a Handler. Ask the source the following questions regarding where the material came from.

- Was it used by the source? Material must have been used by the California Source.
- Was it from a property cleanup? This material would need a sub log with the California Sources.
- Was it from a neighborhood collection? This material would need a sub log with the sources.
- Was it illegally dumped on their property? This material would not be eligible material in the CEW Recycling Program because the Handler is not an Approved Collector.

- Was it illegally dumped along the roadside? The material would not be eligible in the CEW Recycling Program unless the illegal disposal clean-up activities were conducted by a Local Government, or its Designated Approved Collector.

Complex Logs

What if you receive CEWs from another Approved Collector, and that collector received the CEWs from Handlers? What if a business discards CEWs that they used **and** CEWs from their customers? The Type column and the Description of Collection Activity column of CalRecycle 198 can be used to document complex situations such as these.

Logs from Collectors with Handlers

In the following example, the Collector Melissa’s Mess Clean Up received CEWs from another collector, Rebecca’s Recycling. This is made clear in the log below by entering OC (other collector) under the Type column, and “See sub logs from Rebecca’s Recycling” under the Description of Collection Activity.

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Melissa's Mess Clean Up	CEWID #: 123123
Approved Collector/Handler Address, City, Zip: 1111 Made Up Road, Neverland, CA 12345	
Primary Contact Name: Melissa Hensley	Telephone #: (123) 456-7890
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
4/2022021	OC	Rebecca's Recycling	1001 I Street, Hill Valley, CA 95555	Rebecca Moore (707) 987-4567	see sublogs of CEWs collected by Rebecca's Recycling	5	125	49	510
N/A	N/A	N/A	N/A	N/A	Page Totals	5	125	49	510

*For transfers of 5 or more units provide contact person name & phone [Title 14, CCR § 18660.20(i)(1)(C)]

Next, sub logs from Rebecca’s Recycling document the California Sources that Rebecca’s Recycling collected from. Please note that Handlers are clearly identified by listing “H” under the Type, and “see sub logs of CEWs collected by” the Handler in the Description of CEW Collection of Activity column. The California Sources also indicate that the CEWs were collected by the Handler in the Description of CEW Collection Activity.

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Rebecca's Recycling	CEWID #: 987654
Approved Collector/Handler Address, City, Zip: 1001 I Street, Hill Valley, CA 95555	
Primary Contact Name: Rebecca Moore	Telephone #: (707) 987-4567
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
10/20/2021	H	Christina's Computer Repair	123 Main Street, Hill Valley, CA 95555	Christina Johnson, (123) 987-4567	see sublogs of CEWs collected by Christina's Computer Repair below				
10/24/2021	E	Lynette's Law School	987 1st Street, Hill Valley, CA 95555	Lynette Williams (999) 123-4567	picked up by Christina's Computer Repair			35	350 <small>Non-CRT</small>
10/28/2021	G	City of Hill Valley	888 3rd Street, Hill Valley, CA 95555	Bob Smith (999) 321-1234	picked up by Christina's Computer Repair	5	125	10	100
10/28/2021	H	Irina's IT	1001 A Street, Hill Valley, CA 9555	Irina Jones (999) 456-7891	see sublogs of CEWs collected by Irina's IT below				
10/28/2021	R	Kelley Thompson	111 15th Street, Hill Valley, CA 95555	Kelley Thompson (999) 112-1234	dropped off at Irina's IT			2	20
10/29/2021	B	Eric's Engine Repair	222 Sunset Blvd, Hill Valley, CA 95555	Eric Davis (999) 987-4456	dropped off at Irina's IT			2	40
N/A	N/A	N/A	N/A	N/A	Page Totals	5	125	49	510

*For transfers of 5 or more units provide contact person name & phone [Title 14, CCR § 18660.20(j)(1)(C)]

Handler Logs Where Handler Used the CEWs

In the example logs below, Melissa’s Mess Clean Up is the collector, and Jennifer’s E- Waste is the Handler that discarded CEWs that they used to run their business, and CEWs that they collected from their customers (California Sources). The first line of the collection log documents the CEWs that Jennifer’s E-waste used. The description of collection activity, “CEWs used by Jennifer’s E-Waste, picked up” makes it clear that Jennifer’s E-waste is the California Source of the 5 CEWs. The second line of the logs, listing Jennifer’s E-Waste as a Handler, “H” under the Type column, and stating, “sub logs of CEWs collected by Jennifer’s E-waste below” makes it clear that Jennifer’s E- waste also acted as a Handler. In lines 3 and 4, the description of collection activity, “Picked up by Jennifer’s E-waste” makes it clear that these are the sub logs from Jennifer’s E-waste documenting the California Sources.

Covered Electronic Waste (CEW) Collection Log

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Melissa's Mess Clean Up	CEWID #: 12312
Approved Collector/Handler Address, City, Zip: 1111 Made Up Road, Neverland, CA 12345	
Primary Contact Name: Melissa Hensley	Telephone #: (123) 456-7890
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
2/26/2021	B	Jennifer's E-Waste	1414 County Road 1, Smallville, CA 20211	Jennifer Sheehan (987) 654-3210	CEWs used by Jennifer's E-Waste, picked up			5	50
	H	Jennifer's E-Waste	1414 County Road 1, Smallville, CA 20211	Jennifer Sheehan (987) 654-3210	sublogs of CEWs collected by Jennifer's E-Waste below				
Date that Jennifer's E-Waste collected	B	Customer that Jennifer's E-waste collected from	Customer's address	contact person and phone number	Picked up by Jennifer's Ewaste			15	150
Date that Jennifer's E-Waste collected	R	Customer that Jennifer's E-waste collected from	Customer's address	contact person and phone number	Picked up by Jennifer's Ewaste	2	100		
N/A	N/A	N/A	N/A	N/A	Page Totals	2	100	20	200

*For transfers of 5 or more units provide contact person name & phone [Title 14, CCR § 18660.20(j)(1)(C)]

If you are ever uncertain about how to document the collection of CEWs, please let CalRecycle know. Program staff is happy to assist you.

Tips for a Faster Review

Following the tips provided in this section aims to reduce the number of follow up questions that the claim reviewer will have and aims to make the review of the collection logs faster. The intent is to close the claim faster and have less, or no, material being adjusted out for not meeting regulatory requirements. The use of CalRecycle Form 198 to record the collection of CEWs is not required, but the forms do have all the information that the Program requires by regulations for payment claims. Using this form speeds up the review of the collection logs. A copy of this form is included in the appendix of this packet. The form is also available on Programs website at: <https://www.calrecycle.ca.gov/Electronics/Recovery/Application/>.

Type the CEW Collection Logs

In the handwritten example logs below, it is difficult to read source names and units, and will take longer to review. If the claim reviewer is not able to read the logs, you will be asked to submit legible collection logs. Typed logs allow for a faster review.

Covered Electronic Waste (CEW) Collection Log

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: <u>JENS RECYCLING COMPANY</u>	CEWID #: <u>123456</u>
Approved Collector/Handler Address, City, Zip: <u>1111 MAIN ST HILL VALLEY 95555</u>	
Primary Contact Name: <u>JENNIFER SMITH</u>	Telephone #: <u>(916) 322-1826</u>
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
10/20/21	B	MELISSA'S DINER	123 A STREET HILL VALLEY CA	MELISSA JONES 916 123-4567	PICKED UP	1	75	4	60
10/24/21	E	REBECCA ACADEMY	567 11TH ST HILL VALLEY 95555	REBECCA THOMPSON	PICKED UP FROM ACADEMY			20	200
N/A	N/A	N/A	N/A	N/A	Page Totals	1	75	24	260

Use a Large Enough Font Size.

When collectors use a small font size to squeeze more information onto one page, it makes it difficult to read as seen in the example log below. As a result, the review of the logs will take longer, or the claim reviewer may request that you resubmit the logs using a larger font size.

State of California									
CalRecycle 198 (Revised January 2020)									
Department of Resources Recycling and Recovery									
Covered Electronic Waste (CEW) Collection Log									
I. Approved Collector or Handler Information									
Approved Collector/Handler Organization: <u>Jens Recycling Company</u>							CEWID* <u>123456</u>		
Approved Collector/Handler Address, City, Zip: <u>1111 Main Street, Hill Valley, 95555</u>									
Primary Contact Name: <u>Jennifer Smith</u>							Telephone* <u>(916) 322-1826</u>		
Location of Collection Event (if different from above):									
II. Material Received from California Source									
Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
10/20/2021	B	Melissa's Diner	123 A street Hill Valley, California, 95555	Melissa Jones, (916) 123-	Picked up from Melissa's	1	75	4	60
10/24/2021	E	Rebecca	567 11th Street Hill Valley, California,	Rebecca Thompson (707)	Picked up from Rebecca			20	200
10/28/2021	R	Matt Donic	10011 Street, Hill Valley, California, 95555		Picked up from Matt Donic			1	15
10/28/2021	G	City of Hill Valley	10001 Street, Hill Valley, California, 95555	Lori Eickman (916) 907-3456	picked up from the City of Hill Valley	4	300	30	600
10/28/2021	B	Waffle House	400 7th Street, Hill Valley, California, 95555	Bob Jones (915) 778-9956	picked up from Waffle House			5	50
10/29/2021	E	Rebecca Academy	567 11th Street, Hill Valley, California, 95555	Rebecca Thompson (707) 987-4567	Picked up from Rebecca Academy	5	375	75	750
N/A	N/A	N/A	N/A	N/A	Page Totals	10	750	135	1675
*For transfers of 5 or more units provide contact person name & phone					(Use 14, CCR § 18660.20)(1)(C)				

Enter CRT and non-CRTs from a California Source on the Same Line.

When CRT units and non-CRT units collected from the same California Source on the same date are listed as separate entries in the collection logs, the collection logs may be much longer, and take longer to review. See the example collection logs below:

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Jen's Recycling Company	CEWID #: 123456
Approved Collector/Handler Address, City, Zip: 1111 Main Street, Hill Valley, 95555	
Primary Contact Name: Jennifer Smith	Telephone #: (916) 322-1826
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
10/20/20 21	B	Melissa's Diner	123 A street, Hill Valley, California, 95555	Melissa Jones, (916) 123-4567	Picked up from Melissa's Diner	1	75		
10/28/20 21	G	City of Hill Valley	1000 I Street, Hill Valley, California, 95555	Lori Eickman (916) 987-3456	picked up from the City of Hill Valley	4	300		
10/29/20 21	E	Rebecca Academy	567 11th Street, Hill Valley, California, 95555	Rebecca Thompson (707) 987-4567	Picked up from Rebecca Academy	5	375		
10/20/20 21	B	Melissa's Diner	123 A street, Hill Valley, California, 95555	Melissa Jones, (916) 123-4567	Picked up from Melissa's Diner			4	60
10/28/20 21	R	Matt Doncic	1001 I Street, Hill Valley, California, 95555		Dropped off at Jen's Recycling Company			1	15
10/28/20 21	G	City of Hill Valley	1000 I Street, Hill Valley, California, 95555	Lori Eickman (916) 987-3456	Picked up from the City of Hill Valley			30	600
10/29/20 21	E	Rebecca Academy	567 11th Street, Hill Valley, California, 95555	Rebecca Thompson (707) 987-4567	Picked up from Rebecca Academy			75	750
N/A	N/A	N/A	N/A	N/A	Page Totals	10	750	110	1425

*For transfers of 5 or more units provide contact person name & phone [Title 14, CCR § 18660.20(j)(1)(C)]

Consolidated information is easier to review:

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Jen's Recycling Company	CEWID #: 123456
Approved Collector/Handler Address, City, Zip: 1111 Main Street, Hill Valley, 95555	
Primary Contact Name: Jennifer Smith	Telephone #: (916) 322-1826
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
10/20/20 21	B	Melissa's Diner	123 A street, Hill Valley, California, 95555	Melissa Jones, (916) 123-4567	Picked up from Melissa's Diner	1	75	4	60
10/28/20 21	R	Matt Doncic	1001 I Street, Hill Valley, California, 95555		Dropped off at Jen's Recycling Company			1	15
10/28/20 21	G	City of Hill Valley	1000 I Street, Hill Valley, California, 95555	Lori Eickman (916) 987-3456	Picked up from the City of Hill Valley	4	300	30	600
10/29/20 21	E	Rebecca Academy	567 11th Street, Hill Valley, California, 95555	Rebecca Thompson (707) 987-4567	Picked up from Rebecca Academy	5	375	75	750
N/A	N/A	N/A	N/A	N/A	Page Totals	10	750	110	

List Collections in Chronological Order.

If the dates are not in chronological order, Program staff review is slower. Entering collection logs in chronological order will result in a faster review.

List the Collection Date

Make sure that you list the date that you collected the CEW from the California Source. If you list a different date (e.g., date that you generated the logs or date that you prepared to transfer the CEWs to the recycler) and the source is contacted by CalRecycle, the source will not be able to validate that the CEW was discarded on a particular date.

List Collections from the Same California Source Consecutively.

If your collection logs contain CEWs collected from the same California Source on different dates, listing the sources' logs consecutively speeds up CalRecycle's review.

In the sample log below, CEWs were picked up from Rebecca Academy twice, but not listed consecutively. When Program staff sees the same California Source more than once in a collection log, the claim reviewer will make sure that it is not a duplication and will check the total number of units collected from the California Source. When not listed consecutively, this slows down the review.

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Jen's Recycling Company	CEWID #: 123456
Approved Collector/Handler Address, City, Zip: 1111 Main Street, Hill Valley, 95555	
Primary Contact Name: Jennifer Smith	Telephone #: (916) 322-1826
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
10/20/20 21	B	Melissa's Diner	123 A street, Hill Valley, California, 95555	Melissa Jones, (916) 123-4567	Picked up from Melissa's Diner	1	75	4	60
10/24/20 21	E	Rebecca Academy	567 11th Street, Hill Valley, California, 95555	Rebecca Thompson (707) 987-4567	Picked up from Rebecca Academy			20	200
10/28/20 21	R	Matt Doncic	1001 I Street, Hill Valley, California, 95555		Picked up from Matt Doncic			1	15
10/28/20 21	G	City of Hill Valley	1000 I Street, Hill Valley, California, 95555	Lori Eickman (916) 987-3456	picked up from the City of Hill Valley	4	300	30	600
10/28/20 21	B	Waffle House	400 7th Street, Hill Valley, California, 95555	Bob Jones (915) 778-9956	picked up from Waffle House			5	50
10/29/20 21	E	Rebecca Academy	567 11th Street, Hill Valley, California, 95555	Rebecca Thompson (707) 987-4567	Picked up from Rebecca Academy	5	375	75	750

When listed consecutively like in the logs below, CalRecycle's review is faster:

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Jen's Recycling Company	CEWID #: 123456
Approved Collector/Handler Address, City, Zip: 1111 Main Street, Hill Valley, 95555	
Primary Contact Name: Jennifer Smith	Telephone #: (916) 322-1826
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
10/20/20 21	B	Melissa's Diner	123 A street, Hill Valley, California, 95555	Melissa Jones, (916) 123-4567	Picked up from Melissa's Diner	1	75	4	60
10/24/20 21	E	Rebecca Academy	567 11th Street, Hill Valley, California, 95555	Rebecca Thompson (707) 987-4567	Picked up from Rebecca Academy			20	200
10/29/20 21	E	Rebecca Academy	567 11th Street, Hill Valley, California, 95555	Rebecca Thompson (707) 987-4567	Picked up from Rebecca Academy	5	375	75	750
10/28/20 21	G	City of Hill Valley	1000 I Street, Hill Valley, California, 95555	Lori Eickman (916) 987-3456	Picked up from the City of Hill Valley	4	300	30	600
10/28/20 21	B	Waffle House	400 7th Street, Hill Valley, California, 95555	Bob Jones (915) 778-9956	Picked up from Waffle House			5	50
10/28/20 21	R	Matt Doncic	1001 I Street, Hill Valley, California, 95555		Picked up from Matt Doncic			1	15

List a Contact Person and Phone Number.

If a nonresidential California Source discards five (5) or more CEW units, the Approved Collector must record a contact person and phone number for the non-residential organization. Phone numbers for California residents and for non-residential California Sources that discard four (4) units or less are not required but will allow for a faster review if the claim reviewer wants to contact the source.

Do Not Include Personal Identifying Information (PII) that Is Not Required.

PII, such as the sources' driver's license information, can be used to commit identity fraud. To protect the source, CalRecycle redacts this information, which slows the review of the logs.

Source-Anonymous CEWs

Source anonymous CEWs whose originating California Source cannot be identified, may be eligible for the CEW Recycling Program in the following scenarios:

- The source-anonymous CEWs are found during load check activities at a permitted solid waste facility that is an Approved Collector in the Program.
- The source-anonymous CEWs are found during load check activities at a permitted solid waste facility that is not an Approved Collector in the Program, but the CEWs are directly transferred from the permitted solid waste facility to an Approved Collector.
- The source-anonymous CEWs result from illegal disposal clean-up activities conducted by a Local Government such as a city, county, or public service district responsible for household hazardous waste or residential waste management planning or services.
- The source-anonymous CEWs result from illegal disposal clean-up activities by a Designated Approved Collector. The designation must specifically state that illegal disposal clean-up is a method of collection activity, the illegal disposal clean up must occur within the active period of the designation and within the Local Government's jurisdiction.
- The source-anonymous CEWs result from illegal disposal on property owned or managed by an Approved Collector.

Approved Collectors are required to take measures to prevent CEWs from being dropped off anonymously, or illegally disposed of at their facilities. Signage, adequate lighting, and security cameras may help reduce the discarding of CEWs when the facility is closed. Approved Collectors may use Form 198SA to record source-anonymous CEWs. Form 198SA cannot be used in lieu of collecting California Source information.

Below is an example of a correctly completed CalRecycle Form 198SA for CEWs that were illegally dumped on the Approved Collector's property after business hours. Please see the Designations section for an example log of source-anonymous CEWs collected under a designation from a Local Government.

I. Approved Collector Information

Approved Collector Organization: Melissa's Mess Clean Up	CEWID #: 12312
Approved Collector Address, City, Zip: 1111 Made Up Road Neverland, CA 12345	
Primary Contact Name: Melissa Hensley	Telephone #: (123) 456-7890

II. Source Anonymous Incident Information

Incident Date (m/d/y)	Date Collected (m/d/y)	Incident Site Contact Name & Affiliation	Contact Person Name & Phone	Facility Name and Incident Location/Address	Load Check/Illegal Disposal	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
1/1/22	1/2/22	Melissa Hensley Owner/Opetator	Melissa Hensley (123) 456-7890	1111 Made Up Road Neverland, CA 12345	Illegal Disposal	2	100	1	35
1/15/22	1/15/22	Melissa Hensley Owner/Operator	Melissa Hensley (123) 456-7890	1111 Made Up Road Neverland, CA 12345	Illegal Disposal	1	50	2	70
1/27/22	1/28/22	Melissa Hensley Owner/Operator	Melissa Hensley (123) 456-7890	1111 Made Up Road Neverland, CA 12345	Illegal Disposal			3	105
N/A	N/A	N/A	N/A	N/A	Page Totals	2	150	6	210

Designations

A California Local Government, such as a city, county, joint powers authority, or public service district responsible for household hazardous waste or residential waste management planning or services, may designate an Approved Collector to collect CEWs on their behalf. A designation from a Local Government is advantageous because it relieves the Designated Approved Collector from recording the California Source name and address of the CEWs collected under the designation. A designation may also allow the designated Approved Collector to collect illegally-disposed-of CEWs, if the Local Government specifies that type of collection.

Designation Requirements

- The Local Government initiates the designation. Local Governments are not required to give an Approved Collector a designation.
- If the Local Government initiates a designation with an Approved Collector, the Local Government is responsible for submitting a Proof of Designation (POD). A Local Government may use CalRecycle Form 184.

- The POD must be submitted to CalRecycle at least 30 days prior to any CEW collection activities under the designation.
- The POD is not valid until after CalRecycle has accepted the POD and notified the Local Government, in writing, that the POD is complete and correct and has notified both the Local Government and the Designated Approved Collector (DAC) that collection activities under the POD may begin. If Form 184 was used for a POD, it will have the portion labeled “For CalRecycle Use Only” completed by CalRecycle to signify that the POD is complete and correct. If there are questions about whether a POD is valid, please contact CalRecycle. Once this has occurred, the DAC may begin collecting CEWs (adhering to the beginning and end dates stated on the POD) on the Local Government’s behalf.
- When transferring CEWs collected under a designation, the DAC must provide the valid POD which is complete and correct, as notified by CalRecycle. Additionally, if there are any changes in scope made to the POD, the DAC must also provide copies of any documents evidencing any changes in scope made to the POD.
- The collection of CEWs under a designation must be recorded in a separate log than CEWs that are not collected under a designation. If a collector has multiple designations, a separate log for each designation is required. Logs for CEWs collected under a designation must contain the following information:
 - The date of collection.
 - Type of California Source that you collected from (e.g., resident, business, government, non-profit, educational institution, etc).
 - A brief written description of the collection activity or event. The total number of units and estimated weight of CRT CEWs collected.
 - The total number of units and estimated weight of non-CRT CEWs collected.
 - If a non-residential California source discards 5 or more units, the names and addresses of the on-residential California source must be listed.
- If the collection dates span between two PODs, be sure to list the number of CEWs collected under each POD. For example, if POD1 issued by the City of Sacramento expired on 12/31/2021 and POD2 began on 1/1/2022 but the collection dates in a payment claim span 12/15/2021 through 1/14/2022, provide separate collection logs for POD1 and POD2.
- The DAC is required to provide the Local Government with a report of all CEW collection activities conducted under the designation for the preceding fiscal year by September 1st each year. The Local Government may require more frequent collection activity reports. The DAC is required to provide CalRecycle, upon request, with any reports that the DAC provided or should have provided to the Local Government.
- A DAC must notify the Local Government and CalRecycle, in writing, of any change to operational status, organization name, contact information at least 30 days prior to the change. In the case of an unforeseen change, the DAC must notify the Local Government and CalRecycle in writing within 10 days of the unforeseen change.

- When collecting CEWs outside of the scope and jurisdiction of the designation, the DAC must record the source names and addresses of the CEWs.
- The Local Government may terminate the designation at any time but must immediately notify the DAC and CalRecycle, in writing, of the effective date of termination.
- CalRecycle may terminate a designation if the Local Government or the DAC violates any applicable laws or regulations. If CalRecycle terminates a designation, it shall immediately notify the DAC and the Local Government, in writing, of the effective date of termination.
- If a DAC's approval status in the CEW Recycling Program is denied, expired, suspended, revoked, or if the collector withdraws from being an Approved Collector, the designation shall be terminated. The DAC is required to immediately notify the Local Government, in writing, of the effective date of termination.

Designated Approved Collector regulations and information is available on Programs website at <https://www.calrecycle.ca.gov/Electronics/Locals/>.

If you have questions about designations, please send them to ewastedesignations@calrecycle.ca.gov.

Below is an example of a CEW collection log (Form 198) for units that were collected under a designation.

Covered Electronic Waste (CEW) Collection Log

I. Approved Collector or Handler Information

Approved Collector/Handler Organization: Melissa's Mess Clean Up	CEWID #: 12312
Approved Collector/Handler Address, City, Zip: 1111 Made Up Road Neverland, CA 12345	
Primary Contact Name: Melissa Hensley	Telephone #: (123) 456-7890q
Location of Collection Event (if different from above):	

II. Material Received from California Source

Date (m/d/y)	Type	Name	Address, City, Zip	Contact Person Name & Phone*	Description of CEW Collection Activity.	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
1/3/22	G	Town of Apple Valley	14955 Dale Evans Pkwy Apple Valley, CA 92307	Rebecca Wall (123) 098-7654	CEWs collected from residents and businesses within city limits per the POD.	25	2,500	27	945
1/18/22	G	Town of Apple Valley	14955 Dale Evans Pkwy Apple Valley, CA 92307	Rebecca Wall (123) 098-7654	CEWs collected from residents and businesses within city limits per the POD.	21	2,100	25	875
N/A	N/A	N/A	N/A	N/A	Page Totals	46	4,600	52	1,820

Under “Description of CEW Collection Activity”, it is important to provide a good description. For example, provide information such as: CEWs collected from residents and business within the Town of Apple Valley per attached POD.

All information on the designation should match the details found on this collection log. If not, the material will be considered non-compliant with the designation and ineligible for payment unless source names and addresses are provided.

- Dates. Was your collection of material during the active designation dates?
- Location. Was the collection of material at a location(s) listed on the designation?
- Activity. Was the collection activity the same as what is listed on the designation?
 - If you are collecting curbside material but the designation states you are to only collect via facility drop-off, the material is non-compliant.

Source-Anonymous Collections Under a Designation

Below is an example of a log for source-anonymous CEWs collected under a designation from a Local Government.

State of California
CalRecycle 198SA (Revised 1/2020)

Department of Resources Recycling and Recovery

Covered Electronic Waste (CEW) Source Anonymous (SA) Collection Log

I. Approved Collector Information

Approved Collector Organization: MELISSA'S MESS COLLECTION	CEWID #: 101010
Approved Collector Address, City, Zip: 1010 FIRST AVE., WOODLAND, CA 94531	
Primary Contact Name: MELISSA HENSLEY	Telephone #: 831-200-1234

II. Source Anonymous Incident Information

Incident Date (m/d/y)	Date Collected (m/d/y)	Incident Site Contact Name & Affiliation	Contact Person Name & Phone	Facility Name and Incident Location/Address	Load Check/ Illegal Disposal	CRT CEWs Units	CRTs CEWs Estimated Pounds	Non-CRT CEWs Units	Non-CRT CEWs Estimated Pounds
9/5/21	9/6/21	Jennifer Sheehan, Store Manager	Jennifer Sheehan, 916-322-1826	Woodland Grocery Parking Lot, 555 J Street, Woodland, CA 95431	COLLECTED UNDER POD WITHIN WOODLAND CITY LIMITS	5	500	3	45
		Note:	1-The POD <u>must be submitted with the log.</u>						
			2- The POD <u>must cover illegal disposal cleanup.</u>						
N/A	N/A	N/A	N/A	N/A	Page Totals	5	500	3	45

Source Log Validations

To ensure that the information provided in the collection logs is accurate, CalRecycle may contact the listed California Sources to verify that they discarded the amount and type of CEWs listed in the source logs on the date of collection and that they are the California Source. Letting the person you collected CEW from (your customer) know that CalRecycle may call to confirm the collection and providing the customer with a receipt may help your customer remember details of the collection. The flyer included on the following page of this packet may also be useful in educating your customers about the CEW Recycling Program, why you need their information, and why CalRecycle may contact them. The following flyer is available on CalRecycle's website at <https://www.calrecycle.ca.gov/electronics/recovery/outreach>.

Figure 1 - Collector Outreach Handout



Thank You for Recycling Your Electronic Waste!

In California, you have many opportunities to recycle your unwanted electronic waste (e-waste) with an authorized collector at no charge. When you recycle your old televisions and computer monitors, the collector has to be sure the equipment came from within our state. Here's what you need to know:

Your name? Address? WHY WE ASK...

The State of California gives financial assistance to collectors of e-waste to help cover the cost of recycling. In order to receive this assistance, the collector has to make sure the e-waste came from California. By providing your name and address, you protect our state's e-waste recycling program. A CalRecycle e-waste representative may contact you to confirm that you were the source of what was recycled. If you receive a call from CalRecycle, it is only to check that you submitted e-waste for recycling. Your cooperation is appreciated if you are contacted.

Important information for all Californians: Due to toxic materials inside some electronic products such as computer monitors, laptop computers, and TVs, it's against the law to throw electronic waste in the trash. So thank you for doing the right thing for the environment by responsibly recycling your unwanted e-waste!

Administrative Civil Penalties

It is important to work with your recycler and CalRecycle to ensure compliance with all applicable laws and regulations. Noncompliance with the Act and its implementing regulations may result in a notice of violation, issuance of an accusation seeking penalties, suspension or revocation of the collector's approved status, and/or denial of an application for approval in the CEW Recycling Program. Regulations outlining Administrative Civil Penalties can be found in the regulations section of this packet

Regulations

For your convenience, regulations pertaining to information covered in this packet are provided below. Please note that this Outreach Packet and the regulatory sections reproduced below do not cover all requirements pertaining to Approved Collectors, Handlers, and other regulated parties. CalRecycle encourages you to read and understand the Act and all of the CEW Recycling Program regulations.

Additionally, the sections reproduced below may not be current and are subject to change. It is important to check the current, official version of the regulations, which can be found here: [WestLaw Code of Regulations, Chapter 8.2. Electronic Waste Recovery and Recycling](#).

For additional information as well as links to the Act, please see Programs Regulations, Statutes, and Related Information webpage at <https://www.calrecycle.ca.gov/Electronics/RegInfo/>.

Applicability and Limitations:

Article 2.0

§ 18660.6. Applicability and Limitations.

(a) Limitations on the types of CEWs eligible for payments:

- (1) An approved collector may request recovery payment only for the types of CEWs specified by DTSC that are transferred to an approved recycler by the collector.

... (2) - (3)

(b) Limitations on the timeframes eligible for payments:

- (1) An approved collector, an approved recycler, or a registered manufacturer shall not receive payment for any CEWs transferred from a California source before January 1, 2005.
- (2) An approved collector shall not request recovery payments from recyclers for transfers that occur prior to the approval of the collector's application by CalRecycle.

... (3) - (4)

(c) Limitations on the Sources of CEWs and CEWs eligible for payments:

- (1) Only CEWs resulting from a California source are eligible for recovery, recycling, or manufacturer payments.

- (2) CEWs owned by a person in California, but used entirely outside of California are not eligible for payments.
- (3) Source-anonymous CEWs, documented pursuant to Section 18660.20(j)(1)(E) of this Chapter, are eligible for recovery and recycling payments if:
- (4)
 - (A) The source-anonymous CEWs result from load check activities as defined in Section 18660.5(a)(25) conducted at permitted solid waste facilities whose operator is an approved collector or, if not an approved collector, the source-anonymous CEWs are directly transferred from the permitted solid waste facility to an approved collector; or
 - (B) The source-anonymous CEWs result from illegal disposal clean-up activities conducted by a Local Government, as defined in Section 18660.47, or its Designated Approved Collector; or
 - (C) The source-anonymous CEWs result from illegal disposal on property owned or managed by an approved collector.

Collections

Article 2.2 Electronic Waste Payment System - Business Requirements

§ 18660.20. Requirements for an Approved Collector.

- (a) Upon CalRecycle approval of its application, an approved collector may begin requesting recovery payments for CEWs documented and transferred to approved recyclers pursuant to the requirements of this Chapter after the approval.
- (b) An approved collector shall comply with the requirements of this Chapter, including:
 - (1) Begin collection activities from California sources within 180 calendar days of approval. CalRecycle may revoke approval if a collector fails to begin collection activities within 180 days.
 - (2) Transfer at least one (1) load of CEWs to an approved recycler within 180 calendar days of approval. Approved dual entities may also meet this requirement by both collecting and canceling at least one load of CEWs within 180 calendar days of approval. CalRecycle may revoke approval if a collector fails to transfer at least one load of CEWs within 180 calendar days of approval.
- (c) An approved collector shall make reasonable efforts to determine if CEWs it collects are from California sources or from non-California sources and shall keep track of those materials separately. Reasonable efforts may include any of the following, but are not limited to:
 - (1) Posting signs and asking California sources.
 - (2) Conducting spot checks or surveys.
 - (3) Checking for a valid California identification of a person, a California license plate on a vehicle, or a bill of lading showing a California origin.

- (4) Requiring additional documentation from California sources or collectors delivering large numbers of CEWs.
 - (5) Instituting measures to prevent CEWs from being dropped-off anonymously or illegally disposed at the approved collector's facilities or operations.
- (d) An approved collector shall not request recovery payment for non-California CEWs.
 - (e) An approved collector shall determine if CEWs they transfer to recyclers have already been cancelled, and shall keep track of those materials separately.
 - (f) An approved collector shall not request recovery payment for previously cancelled CEWs.
 - (g) An approved collector shall provide the CalRecycle-issued proof of approval identification number when transferring CEWs to or requesting recovery payments from an approved recycler. If an approved collector, or its agent, fails to provide the unique identification number from the proof of approval, the approved recycler may deny recovery payment.
 - (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.
 - (i) An approved collector shall operate in accordance with all Federal, State and local laws and regulations.
 - (j) 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.
- (E) When collecting source-anonymous CEWs, all approved collectors shall:
 - 1. Log the source-anonymous CEW collection activity separately.
 - 2. Provide a brief written description of the activity or incident that resulted in the source-anonymous CEWs.
 - 3. Record the date and location of the activity or incident, the number and an estimate of the weight of source-anonymous CEWs collected from the location of the activity or incident.
 - 4. Record the name, organizational affiliation, address and phone number of a person responsible for the site of the activity or incident.

Administrative Civil Penalties

Article 6. Administrative Civil Penalties

§ 18660.44. Procedure for Imposing Civil Liabilities for False Statements or Representations.

- (a) Administrative civil penalties authorized by Public Resources Code Section 42474(d) shall be assessed in accordance with the procedures set forth in this Section.
- (b) The penalties shall be assessed as follows:
 - (1) A “Minor” violation means first-time violations where the gravity of the violation is severe. The penalties for this type of violation shall be no less than five hundred dollars (\$500) and no more than four thousand dollars (\$4,000).
 - (2) A “Moderate” violation means subsequent or multiple violations occurring at one time. The penalties for this type of violation shall be no less than four thousand dollars (\$4,000) and no more than fifteen thousand dollars (\$15,000).
 - (3) A “Major” violation means violations that indicate a pattern and practice of noncompliance, or intentional violations. The penalties for this type of violation shall be no less than fifteen thousand dollars (\$15,000) and no more than twenty- five thousand dollars (\$25,000).

- (c) CalRecycle shall consider any or all of the following when imposing an administrative civil penalty:
- (1) The nature, circumstances, extent, and gravity of the violation;
 - (2) The value of the actual or potential economic benefit to the violator associated with the violation;
 - (3) The amount of actual or potential harm to CalRecycle
 - (4) Any prior history of noncompliance with this Chapter, including but not limited to any prior violations of a similar nature;
 - (5) Truthful and forthright cooperation during any relevant investigation, including but not limited to any measures taken by the violator to remedy the current violation or prevent future violations;
 - (6) The violator's ability to pay the proposed penalty;
 - (7) The deterrent effect that the imposition of the proposed penalty would have on the community as a whole and the violator; and
 - (8) Any other matters that justice may require.
- (d) In any case in which it is determined that more than one person or entity is responsible and liable for a violation, each such person may be held jointly and severally liable for an administrative civil penalty.
- (e) Prior to the issuance of an accusation, CalRecycle may issue a written notice of violation (NOV). A NOV shall not be issued in the event of a violation that indicates a pattern and practice of noncompliance, or an intentional violation.
- (1) The NOV shall allege with specificity the following:
 - (A) A description of the violation or violations;
 - (B) The potential penalty amount;
 - (C) The facts considered in determining the type of violation and potential penalty amount;
 - (D) The corrective action(s) to be taken by the violator; and
 - (E) An acknowledgement of receipt and review to be executed by the violator.
 - (2) The NOV and all accompanying documents shall be served by certified mail or personal service.
- (f) CalRecycle shall issue an accusation, as defined in Government Code Section 11503, seeking an administrative penalty or penalties pursuant to this Section. The accusation and all accompanying documents shall be served by personal service or registered mail.
- (g) Within fifteen (15) days after service upon the respondent of the accusation seeking any administrative civil penalty, respondent may request a hearing by filing a Notice of Defense pursuant to Government Code Sections 11505 and 11506. The request for hearing may be made by delivering or mailing the Notice of Defense to CalRecycle. Failure to file a Notice of Defense

within fifteen (15) days of service of the accusation shall constitute a waiver of the respondent's right to a hearing and CalRecycle may proceed upon the accusation without a hearing.

- (h) CalRecycle shall provide a hearing before the director or his or her designee, who shall act as hearing officer. At any time during the proceeding, before a decision is issued, CalRecycle and the respondent(s) may engage in settlement of the matter.
- (i) The hearing officer shall consider the NOV (if applicable), the accusation, the Notice of Defense, and all other relevant evidence presented by CalRecycle and the respondent. The hearing officer shall specify relevant procedures to be conducted during the proceeding, which include but are not limited to, informing the parties as to whether the hearing officer will consider witness testimony, and whether there shall be written or oral arguments. The hearing officer shall issue a written decision stating the factual and legal basis for the decision within thirty (30) days of the hearing. If the hearing officer determines that any penalties are owed, the hearing officer shall include in the written decision the date payment of the assessed penalties shall be due and paid.
- (j) The respondent's failure to comply with the hearing officer's written decision may be grounds for suspension or revocation of their status as an approved collector or approved recycler.
- (k) Except as otherwise specified herein, the hearing shall be governed by the informal administrative hearing procedures in Chapter 4,5 of Part 1 of Division 3 of Title 2 of the Government Code, commencing with Section 11400. The hearing shall take place in Sacramento, California unless a location is otherwise specified by the hearing officer. If respondent wishes to request an alternate location, the respondent must make that request in the Notice of Defense and provide a justification of undue burden.
- (l) Penalties assessed in a hearing officer's decision may be in addition to any adjustments made pursuant to Section 18660.30 and may be offset by CalRecycle against any other amounts that are otherwise due to the respondent(s) for payment claims. In the event of settlement, the parties may agree to offset provisions in the settlement agreement.

Designations

Article 7. Designated Approved Collectors

§ 18660.47. Definitions.

(a) For the purposes of this Chapter, the following shall apply:

- (1) "Designation" means an arrangement that a Local Government initiates with an approved collector so that the approved collector shall act as a Designated Approved Collector and provide CEW collection services on behalf of the Local

Government. The Designation constitutes a local program subject to Form 303 reporting requirements pursuant to Section 18751.2 of this Title. Details and evidence of the Designation are specified in a Proof of Designation pursuant to Section 18660.49(b).

- (2) "Local Government" means a California city, county, city and county, a joint powers authority, or public service district responsible for household hazardous waste or residential waste management planning or services.

§ 18660.48. Additional Requirements for Designated Approved Collectors.

- (a) A Designated Approved Collector is subject to all collection log requirements pursuant to Section 18660.20(j)(1), except those CEW collection activities occurring under a Designation are not subject to the requirements in Section 18660.20(j)(1)(B). When conducting CEW collection activities that fall outside the scope or jurisdiction of a Designation, all other requirements in this Chapter that apply to approved collectors also apply to Designated Approved Collectors.
- (b) Pursuant to 18660.20 (j)(1), a Designated Approved Collector, while acting on behalf of a Local Government, shall enter, in a separate log the CEW collection activities that fall within the scope and jurisdictional boundary of each Designation. In addition to the requirements in Section 18660.20(j)(1)(A), a Designated Approved Collector shall, in each separate log for each Designation, record:
 - (1) The total number of units of CRT CEWs collected;
 - (2) The total number of units of non-CRT CEWs collected;
 - (3) The total estimated weight of the CRT CEWs collected; and
 - (4) The total estimated weight of the non-CRT CEWs collected.
- (c) A Designated Approved Collector shall provide a copy of the applicable Proof of Designation to another approved collector or approved recycler at the time CEW and associated collection documentation are transferred from the Designated Approved Collector to another approved collector or approved recycler.
- (d) A Designated Approved Collector shall provide the Local Government with a report of all CEW collection activities conducted pursuant to the Designation at least annually on or before September 1 of every calendar year covering the preceding reporting period of July 1 through June 30, pursuant to Section 18751.2.2(c) of Title 14 of the California Code of Regulations, for the purposes of incorporating as warranted that information in the Local Government Form 303 reporting.
 - (1) The Local Government may require more frequent CEW collection activity reports from a Designated Approved Collector.
 - (2) The Local Government may establish a format for the report or require the CEW collection activity reports to be sent to additional parties.
 - (3) A Designated Approved Collector shall, upon request, provide CalRecycle a copy of any reports provided, or that should have been provided, to the Local Government.

§ 18660.49. Proof of Designation.

- (a) A Local Government may establish a Designation if:
 - (1) The Local Government transmits a Proof of Designation to CalRecycle that meets all of the requirements of this Section;
 - (2) CalRecycle receives the transmitted Proof of Designation at least 30 calendar days in advance of any CEW collection activity conducted by the Designated Approved Collector pursuant to the Designation; and

- (3) CalRecycle contacts the Local Government and the Designated Approved Collector, in writing, to confirm that CEW collection activities can begin under the Designation.
- (b) The Proof of Designation, as defined in Section 18660.5(a)(33), shall establish the scope of the Designation and include the following information:
- (1) The name of the Designated Approved Collector and its associated CEW identification number.
 - (2) The beginning and end dates of the Designation:
 - (A) The beginning date is the first day any CEW collection activities may occur.
 - (B) The beginning date must be a minimum of 30 calendar days after CalRecycle receives the Proof of Designation from the Local Government.
 - (C) CalRecycle may modify the beginning date to ensure that the beginning date is at least 30 calendar days from transmittal of the Proof of Designation.
 - (D) Neither CalRecycle nor the Local Government shall modify the end date.
 - (3) The location(s) where the collection activities may occur on behalf of the Local Government. This includes:
 - (A) The geographic area within the Local Government's jurisdictional boundaries where the Designated Collector may provide CEW collection services; and
 - (B) Any specific sites and addresses at which permanent drop-off services will be provided.
 - (4) The method and description of CEW collection activities to be provided by the Designated Approved Collector (e.g., permanent drop-off, curbside service, illegal disposal clean-up, or temporary special events).
 - (5) Contact information for the Local Government designating authority that includes name, title, phone number, email address, and mailing address. The designating authority contact shall be a representative of the Local Government that is duly authorized and empowered to execute agreements or contracts related to waste management on behalf of the Local Government.
 - (6) A certification signed and dated by the designating authority of the Local Government stating the following:
 - (A) The designating authority is authorized to execute agreements or contracts related to waste management on behalf of the Local Government;
 - (B) The designating authority has read and understands all applicable laws and regulations governing the Electronic Waste Recovery and Recycling Program;
 - (C) The designating authority agrees that the Local Government shall operate in compliance with those applicable laws and regulations; and
 - (D) The designating authority certifies that the Proof of Designation contains true and correct information to the best of the designating authority's knowledge.

- (7) Contact information for the Local Government person responsible for the management of the Designation, if different from the designating authority that includes name, title, phone number, email address, and mailing address.
- (8) Contact information for the Designated Approved Collector that includes name, title, phone number, email address, and mailing address.
- (9) A certification statement signed and dated by a representative of the Designated Approved Collector stating the following:
- (A) The representative is an authorized signatory listed in the application for approval pursuant to Section 18660.11(b)(7) of this Chapter; and
 - (B) The Designated Approved Collector agrees to operate in compliance with the requirements of the Electronic Waste Recovery and Recycling Program and all applicable laws and regulations.
- (c) The Local Government shall transmit, pursuant to subsection (a), a copy of the Proof of Designation to CalRecycle either by electronic mail or by mail to:
- CalRecycle Attention: Electronic Waste Recycling Program, DESIGNATION PROCESSING, MS #9 1001 I Street, P.O. Box 4025 Sacramento, CA 95812-4025
EWasteDESIGNATIONS@calrecycle.ca.gov
- (d) Within 10 calendar days of receipt of the Proof of Designation, pursuant to subsection (a)(2), CalRecycle shall either: (1) notify the Local Government, in writing, that a Proof of Designation is complete and correct; or (2) notify the Local Government, in writing, and provide a list of the missing and/or incorrect information in the Proof of Designation. The Local Government shall have 20 calendar days after CalRecycle's notification, to provide missing information and/or make corrections. Failure to timely provide missing information and/or make corrections may result in termination of a Designation, pursuant to subsection 18660.50(b).
- (e) A Designation is considered valid only when the requirements in subsections (a), (b), and (c) of this section have been met.
- (f) A Designated Approved Collector shall notify the Local Government and CalRecycle, in writing, at least 30 calendar days prior to a change taking effect or within 10 calendar days after an unforeseen change regarding any changes in:
- (1) The Designated Approved Collector's contact information or operational status identified pursuant to subsection (b)(8); or
 - (2) The name of the organization under which the Designated Approved Collector is operating, pursuant to subsection (b)(1).
- (g) A Local Government shall immediately notify CalRecycle, in writing, of any changes in a Designation regarding representatives identified pursuant to subsections (b)(5), (b)(6), (b)(7), or (b)(9) of this Section.
- (h) Prior to the end date of a Designation, the designating authority of the Local Government may amend the Designation to modify the scope established pursuant to subsections (b)(3) or (b)(4) of this Section.

- (1) The Local Government shall immediately notify CalRecycle and the Designated Approved Collector, in writing, of any changes in scope enacted pursuant to this subsection.
- (2) The Designated Approved Collector shall not act on any changes in the scope of a Designation prior to the notifications required in subsection (h)(1) of this Section.
- (3) The Designated Approved Collector shall provide a copy of the change-of- scope notification that the Local Government provided CalRecycle, pursuant to subsection (h)(1) of this Section, to another approved collector or approved recycler at the time the Designated Approved Collector transfers CEW to another approved collector or approved recycler.

§ 18660.50. Termination of Designation

- (a) A Local Government may terminate a Designation at its discretion. If a Local Government terminates a Designation, it shall immediately notify the Designated Approved Collector and CalRecycle, in writing, of the effective date of the termination.
- (b) CalRecycle may terminate a Designation if the Local Government or the Designated Approved Collector violates any applicable laws or regulations. If CalRecycle terminates a Designation, it shall immediately notify the Designated Approved Collector and the Local Government, in writing, of the effective date of the termination.
- (c) A Designation shall be terminated if the collector's approval status, pursuant to Sections 18660.16 and 18660.17 of this Chapter is denied, expired, suspended, or revoked, or if the collector withdraws from being an approved collector, pursuant to Section 18660.16(e).
 - (1) A Designation terminated due to expiration or suspension of a collector's approval status shall be re-established upon reinstatement by CalRecycle of a collector's approval status unless a Local Government acts to terminate the Designation pursuant to subsection (a).
 - (2) A Designation terminated due to a denial, suspension, or revocation of a collector's approval status shall be re-established if the collector prevails in an appeal filed pursuant to Section 18660.19.
 - (3) Except as provided in subsection (c)(2), a Designation terminated due to a revocation of a collector's approval status or a collector's withdrawal from being an approved collector may be re-established as a new Designation pursuant to this Article at the discretion of the Local Government once the approval status of the collector has been reinstated.
- (d) An approved collector whose Designation is terminated pursuant to subsection (c) shall immediately notify the Local Government that issued the Proof of Designation, in writing, of the circumstances leading to the change in the collector's approval status and that the Designation is terminated until the approval status is reinstated.

Contact Information

Collector and Handler Questions:

Melissa Hensley, Associate Governmental Program Analyst: Melissa.Hensley@CalRecycle.ca.gov

Jennifer Sheehan, Associate Governmental Program Analyst: Jennifer.Sheehan@calrecycle.ca.gov

Designation Questions:

EWasteDesignations@calrecycle.ca.gov

Application Questions:

ewasteapplications@Calrecycle.ca.gov

General E-waste Inbox:

ewaste@calrecycle.ca.gov

Forms:

[Forms and Documents Supporting Participation in the Covered Electronic Waste Recycling Program \(ca.gov\)](#)

Appendix

A. Correctly Completed Log

Collection log showing collector's information, date of collection, type of California Source, source name and address, description of collection activity and units and weights of CRTs and non-CRTs.

B. Handler information on first line of logs

Collection log showing the collector's information in section 1. Handler's information on the first line in section 2 with H as the type and see log below as the description of collection activity. Sub logs from the handler on the lines below.

C. Separate Form 198 for the Handler

Handler's information in section 1, CEWID number left blank. Sub logs of sources that the handler collected from in section 2.

D. Log showing CEWs from another Collector

Logs showing Melissa's Mess Clean Up in section 1. Section 2 shows Rebecca's Recycling as another Collector by entering OC as the type, and see sub logs of CEWs collected by Rebecca's Recycling under the description of collection activity.

E. Sublogs from Rebecca's Recycling

Information for Rebecca's Recycling listed in section 1. The first line in section 2 shows Christina's Computer Repair as a handler by listing H as the type and see sub logs of CEWs collected by Christine's Computer Repair below. Logs from Christina's Computer Repair are on the following lines. Irina's IT is also listed as a handler by listing H as the type and see sub logs of CEWs collected by Irina's IT below. Logs from Irina's IT are on the following lines.

F. Logs for business using and collecting CEWs

Melissa's Mess Clean Up is the Collector listed in section 1. In section 2, Jennifer's E-Waste is listed as business by entering B for the type, and CEWs used by Jennifer's E-Waste, picked up under the description. 5 units were listed as being used by Jennifer's E-Waste. On the next line, Jennifer's E-Waste is listed as a handler by entering H under the type, and see sub logs of CEWs collected by Jennifer's e-Waste below under the description. The following lines show the sub logs of the California Sources that Jennifer's E-Waste Collected from.

G. Messy handwritten logs

Handwritten logs that have letters and numbers that are crowded together making it hard to read.

H. Small font size

Logs that have a very small font size making the logs illegible.

I. CRTs and non-CRTs on separate lines

Collection log showing 7 entries. Rebecca's Academy, Melissa's Diner, and City of Hill Valley are listed twice, one line for CRTs, one line for non-CRTs.

J. CRTs and non-CRTs on same line

Collection log showing the same information as the previous example, but the CRTs and non-CRTs from Melissa's Diner, Rebecca's Academy, and City of Hill Valley are listed on the same line. As a result, only 4 lines are used.

K. Logs not listed consecutively

Collection log shows units collected from Rebecca's Academy on October 24th on line 2 and on October 29th on line 6.

L. Logs listed consecutively

Logs showing CEWs were collected from Rebecca's Academy on October 24th on line 2 and on October 29th on line 3.

M. 198 SA from Collector

198 SA with Collector's information in Section 1. Section 2 shows the incident date, the date collected, Melissa Hensley owner operator as the incident site contact name and affiliation, Melissa's phone number, the facility's name and address, illegal disposal, and the number and weights of CRTs and non-CRTs.

N. Collection logs with POD

Collection logs showing the date of collection, G for type, Town of Apple Valley as the name, address where collection took place and CEWs collected from residents and businesses within City limits per the POD as the description of collection activity. Logs also show the number and weights of CRT and non-CRTs collected.

O. 198 SA under a designation

Collector's information in section 1. In section 2, the incident date and the date collected are listed. Jennifer Sheehan, store manager is the incident contact name and affiliation. Jennifer's phone number is listed. Woodland Grocery Store Parking Lot and the address is listed under Facility name and incident location. Collected under POD within Woodland City limits is listed under Load check illegal disposal. the number of CRT and non-CRT units and weights are listed. A note on the POD says that the POD must be submitted with the log. The POD must cover illegal disposal clean up.