

*This checklist is provided as a quick reference tool to assist approved recyclers in submitting complete payment claims. It summarizes documentation and reporting elements required under the Electronic Waste Recycling Act and related regulations. This checklist does not replace or modify statutory or regulatory requirements. CalRecycle will evaluate claims for completeness and eligibility based on applicable statutes and regulations.*

## **CBEP Claim Completeness Checklist**

Within 30 calendar days from the date of claim submission, claim reviewers will notify recyclers if their claim is complete or deficient. If deficient, the claim reviewer will notify the recycler of the specific reasons that the claim is deficient, and the claim will be rejected so that it may be corrected and resubmitted.

### **Issued separate weighmaster certificates for all CBEP residuals:**

Prior to the submittal of a CBEP claim, the recycler weighed and issued separate weighmaster certificates for each treatment residual derived from the cancellation of CBEP CEW. Each battery chemistry is considered a separate treatment residual, so the recycler weighed and issued separate weighmaster certificates for each battery chemistry. Separate weighmaster certificates were issued for:

- Lithium-ion batteries
- Nickel-metal hydride batteries
- Sealed lead-acid batteries
- Nickel-cadmium batteries
- Other batteries
- Plastic
- Copper
- Non-copper metals
- Circuit boards
- Glass
- Fibers
- Other (specify)

### **Information entered into CEWIS:**

Note that the following required claim information will be input directly into CEWIS and must be completed to submit a claim:

- Recycler name
- Federal employer identification number
- Recycler contact
- Reporting month
- Claim activity period
- Cancellation method
- Claimed pounds
- Claimed \$ amount

## Lithium-ion batteries

**Lithium-ion batteries were shipped to a recycling facility:**

- Accumulation start date
- Bill of lading
- Weighmaster certificate with no other residuals on it.
- Receipt from the receiving destination (The receipt from the receiving destination could be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless a receipt from the receiving facility is provided for each shipment.)
- Explanation of ultimate disposition (If the ultimate disposition is different than the initial disposition.)

**Lithium-ion batteries were shipped to a hazardous waste landfill:**

- Accumulation start date
- Hazardous waste manifest (The manifest must include signatures from the generator and transporter. The third signature from the receiving destination (i.e., designated facility) may be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless each manifest provided in the claim includes all three signatures.)
- Weighmaster certificate with no other residuals on it.
- Explanation of ultimate disposition (If the ultimate disposition is different than the initial disposition.)

**Lithium-ion batteries were stored.**

- Accumulation start date

**Lithium-ion batteries were not generated in this claim.**

## Nickel-metal hydride batteries

**Nickel metal hydride batteries were shipped to a recycling facility:**

- Accumulation start date
- Bill of lading
- Weighmaster certificate with no other residuals on it.
- Receipt from the receiving destination (The receipt from the receiving destination could be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless a receipt from the receiving facility is provided for each shipment.)
- Explanation of ultimate disposition. (If the ultimate disposition is different than the initial disposition.)

**Nickel-metal hydride batteries were shipped to a hazardous waste landfill:**

- Accumulation start date
- Hazardous waste manifest (The manifest must include signatures from the generator and transporter. The third signature from the receiving destination (i.e., designated facility) may be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless each manifest provided in the claim includes all three signatures.)
- Weighmaster certificate with no other residuals on it
- Explanation of ultimate disposition. (If the ultimate disposition is different than the initial disposition.)

**Nickel-metal hydride batteries were stored.**

- Accumulation start date

**Nickel-metal hydride batteries were not generated in this claim.**

## **Sealed lead-acid batteries**

**Sealed lead-acid batteries were shipped to a recycling facility:**

- Accumulation start date
- Bill of lading
- Weighmaster certificate with no other residuals on it.
- Receipt from the receiving destination (The receipt from the receiving destination could be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless a receipt from the receiving facility is provided for each shipment.)
- Explanation of ultimate disposition. (If the ultimate disposition is different than the initial disposition.)

**Sealed lead-acid batteries were shipped to a hazardous waste landfill:**

- Accumulation start date
- Hazardous waste manifest (The manifest must include signatures from the generator and transporter. The third signature from the receiving destination (i.e., designated facility) may be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless each manifest provided in the claim includes all three signatures.)
- Weighmaster certificate with no other residuals on it.
- Explanation of ultimate disposition. (If the ultimate disposition is different than the initial disposition.)

**Sealed lead-acid batteries were stored.**

- Accumulation start date

**Sealed lead-acid batteries were not generated in this claim.**

## Nickel-cadmium batteries

**Nickel-cadmium batteries were shipped to a recycling facility:**

- Accumulation start date
- Bill of lading
- Weighmaster certificate with no other residuals on it.
- Receipt from the receiving destination (The receipt from the receiving destination could be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless a receipt from the receiving facility is provided for each shipment.)
- Explanation of ultimate disposition. (If the ultimate disposition is different than the initial disposition.)

**Nickel-cadmium batteries were shipped to a hazardous waste landfill:**

- Accumulation start date
- Hazardous waste manifest (The manifest must include signatures from the generator and transporter. The third signature from the receiving destination (i.e., designated facility) may be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless each manifest provided in the claim includes all three signatures.)
- Weighmaster certificate with no other residuals on it
- Explanation of ultimate disposition. (If the ultimate disposition is different than the initial disposition.)

**Nickel-cadmium batteries were stored.**

- Accumulation start date

**Nickel-cadmium batteries were not generated in this claim.**

## Other batteries (specify battery chemistry):

**Other batteries were shipped to a recycling facility:**

- Accumulation start date
- Bill of lading
- Weighmaster certificate with no other residuals on it.
- Receipt from the receiving destination (The receipt from the receiving destination could be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless a receipt from the receiving facility is provided for each shipment.)
- Explanation of ultimate disposition. (If the ultimate disposition is different than the initial disposition.)

**Other batteries were shipped to a hazardous waste landfill:**

- Accumulation start date
- Hazardous waste manifest (The manifest must include signatures from the generator and transporter. The third signature from the receiving destination (i.e., designated

facility) may be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless each manifest provided in the claim includes all three signatures.)

- Weighmaster certificate with no other residuals on it
- Explanation of ultimate disposition. (If the ultimate disposition is different than the initial disposition.)

**Other batteries were stored.**

- Accumulation start date

**Other batteries were not generated in this claim.**

### Other treatment residuals:

(Including but not limited to, plastic, copper, non-copper metals, circuit boards, glass, fibers, any hazardous components, other.)

For each shipment:

- A description of the material flow, meaning the various brokers or facilities that some treatment residuals are shipped to until the residuals reach a final recycling or processing facility or landfill.
- A weighmaster certificate
- If shipped to a hazardous waste landfill**, hazardous waste manifest (The manifest must include signatures from the generator and transporter. The third signature from the receiving destination (i.e., designated facility) may be provided after claim submission but it must be provided before claim closure. The claim will not be paid unless each manifest provided in the claim includes all three signatures.)
- If shipped to a recycling facility**, a bill of lading.

### Total treatment residual shipments:

- The totals pounds of each residual shipped.
- The shipping documents for each residual were summed. The total claimed weigh for each residual matches what is listed on the 196C. (Example: If fiber shipments sum to 10,274 lbs., the 196C should list 10,274 lbs.)

### Daily cancellation of CBEP CEW log:

- Date cancelled
- Pounds cancelled
- The method of cancellation (*selecting a cancellation method on 196 in CEWIS will meet this requirement*)
- The total lbs. cancelled=claimed lbs.

## Transfer and Collection Logs:

- A transfer summary was provided.  
Each transfer includes the following:
  - Transfer receipt
  - Weighmaster certificate
  - Collection logs
  - Source Anonymous logs if applicable
  - Proof of Designation (POD) if applicable
  - The units and weight from every transfer receipt were added together. The sums match the total units and weight listed on the transfer summary.
- The total weight transferred and claimed= weight cancelled. If the claim does not include all transferred CEW, please provide that information of the transfer receipt form.