

*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.*

## **CRT 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.

### **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
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- The recycler made at least one shipment of bare CRTs to trigger a reporting month.
  - No bare CRTs were stored (All bare CRTs derived from cancelled and claimed CRT CEW must be shipped prior to submitting a payment claim.)

### **Bare CRTs:**

#### **Required bare CRT shipping documents for each shipment:**

- Bare CRTs were 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.)
  - Weighmaster certificate
  - Information pertaining to the ultimate disposition (If the ultimate disposition is different than the initial disposition.
  
- Bare CRTs were shipped to a lead smelter facility:**
  - Bill of lading
  - Weighmaster certificate

- 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.)
- Information pertaining to ultimate disposition (If the ultimate disposition is different than the initial disposition.)

### **Other treatment residuals:**

Description and quantification for each shipment of other treatment residuals derived from cancelled CRT CEW: (including but not limited to, plastic, copper, non-copper metals, wood, circuit boards, other)

- Date shipped
- Pounds shipped
- Type of residual
- Destination facility

### **Total treatment residual shipments:**

- The total pounds of each treatment residual shipped.
- The shipping documents for each treatment residual were summed. The total claimed weight for each residual matches what is listed on the 196A. (Example - If plastic shipments sum to 13,307 lbs., the 196A should list 13,307 lbs.)

### **Daily cancellation of CRT CEW log**

- Date cancelled
- Pounds cancelled
- The method of cancellation
- The total lbs. cancelled= claimed lbs.

### **Transfers 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 CEW transferred, please provide that information on the transfer receipt form.