



BECOMING A COLLECTOR IN THE E-CYCLES PROGRAM

1. Register

Whether a collector operates under the State Standard Plan, the Opt-out Plan, or outside of either of the Plans, it must register with the State of Vermont and comply with the management standards as outlined in the *Procedure for the Environmentally Sound Management of Electronic Waste*.

The registration process—which is free—is available at: www.anr.state.vt.us/eWaste/Collectors.aspx.

Existing collection locations (those registered prior to 10/1/14) are NOT required to update their registrations by October 1, and therefore will NOT be out of compliance for failure to do so. A collector can participate in the State Standard Program (SSP), the Opt-Out Program, or can collect for both approved collection programs during the course of the program year, and can do so by updating their registration to reflect their program selection/participation and having an agreement or be working towards an agreement with that program.

2. Contact NCER by email to jlinnell@electronicsrecycling.org to request the SSP Collector Contract. We can answer questions after you have reviewed the standard terms.

3. Meet with State Standard Plan representative for site approval. Any new collection location must be visited by an SSP representative prior to contract signing or accepting electronic devices.

4. Complete program-specific training on handling, storage, preparation for shipping, signage requirements, recordkeeping, reporting, and other program components.

5. Receive final approval from NCER.

6. Sign and return the Collector Contract to NCER.

7. Begin collecting! Please segregate Electronic Waste collected from Covered Entities from other materials, and follow the State *Procedure for the Environmentally Sound Management of Electronic Waste* and this document.

8. When at 75% of storage capacity, start the shipment request process.

Collectors are requested to enter shipment requests directly into the NCER database wherever feasible. Shipment and payments histories can also be accessed through this system. If you do not have a username and password, first send an email to vermont@electronicsrecycling.org to set up your account. If the online system is unavailable, or you are unable to use the online system for any other reason, please request authorization for shipment by contacting the Northeast Recycling Council (NERC) team for the SSP in one of three ways:

1. by email vt-escrap@nerc.org
2. by phone at 802-254-3636
3. or via fax at 866-463-4988

9. Then contact the transporter to arrange pickup. Provide a copy of the Bill of Lading (BOL) when they arrive.