

Guidance for Collection Sites on Labeling Requirements under Vermont E-Cycles

Are you properly labeling your Gaylords and pallets? Please be sure that the attendants at your collection site/s are familiar with these requirements and implementing them.

The basic requirements for proper labeling are:

FOR ALL GAYLORDS & PALLETS

1. Must be labeled: Each Gaylord/pallet must have a (proper) label on it from the first moment that material goes into the Gaylord/onto the pallet.
2. The date of that first material must be written on the label.
3. Your Collector site ID (Vermont DEC EW#) number must be on the label. If you don't know this, just ask, we can quickly provide it.
4. The location name – e.g., Local Transfer Station, Main Road , Town of Local

THE TYPE OF LABEL IS A QUESTION OF WHAT IS IN THE GAYLORD/ON THE PALLET

There are several types of labels depending on what is being collected in the container. These are:

- [Covered Electronic Waste:](#)

Use this label when the box/pallet ONLY contains Computers, Monitors, TVs, Printers or Computer Peripherals from Covered Entities (households, charities, school districts, and businesses that employ 10 or fewer employees, or anyone dropping off fewer than 7 devices).

- [Covered Electronic Waste - Broken Devices](#)

Same equipment as the Covered Electronic Waste applies, but the broken device label needs to be used when any broken devices – and this includes pieces of devices – are in the container. Only whole, intact devices should be in the other containers.

- [Non-Covered Entity equipment](#)

Use this label when the equipment comes from non-covered entities. That would be from businesses with 11 or more employees, government entities, and others. Please see the [DEC's guidance](#) on this for more info and how the “fewer than 7 devices” rule should be interpreted.

- [Non-Covered Equipment – Broken Devices](#)

Same as above for covered equipment from Non-Covered Entities, but the broken device label needs to be used when any broken devices – and this includes pieces of devices – are in the container.

- [Mixed Covered Electronic Waste and Banned Equipment](#)

If your site does not separate “Covered Electronic Waste” from other “banned equipment” – this includes VCRs, DVD Players and Wireless Phones, please use this label. Equipment from non-covered entities should NOT be included in boxes with this label.

- [Mixed Equipment – Broken Devices](#)

Use this label if your site does not separate covered from banned equipment, and the box includes any broken devices. The broken device labels need to be used when any broken devices – and this includes pieces of devices – are in the container.

WHERE CAN I GET LABELS?

While there is no requirement that you use the State Standard Plan labels, they are available for download from our website (<http://www.electronicrecycling.org/vermont/ContentPage.aspx?PageID=9>). You can print these out on regular paper and use tape to affix to the containers.

Or you can create your own labels. To be acceptable the following minimum requirements must be met:

1. Clearly mark the container, pallet, or package containing electronic devices with the words “electronic waste “or “used electronics”.

2. The label must also include the location name, facility ID, and date the container was started.

Questions: If you have any questions, please contact Lynn Rubinstein at Vt-escrap@nerc.org