



# SHIPPING

When you are ready for a pickup – generally at 75% of your site’s capacity - the shipping process should flow as follows. If your site requires regular pickups on a defined schedule, please contact NERC to learn about how to set up alternative arrangements to the ones below.

1. Establish a username and password for the NCER online system. If you do not have a username and password, please send an email to [vermont@electronicsrecycling.org](mailto:vermont@electronicsrecycling.org) to set up your account.
2. Collectors request shipments via the online system to arrange shipment, with a description of the number of pallets and/or Gaylords, listed by covered (“electronic waste from covered entities”) and non-covered (everything else, i.e. “banned electronic devices” and devices from non-covered entities”).
3. 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:
  - Email [vt-escrap@nerc.org](mailto:vt-escrap@nerc.org)
  - Phone 802-254-3636
  - Fax 866-463-4988
4. To download the preferred shipment request form, please go to the State Standard Plan Homepage <http://www.electronicsrecycling.org/vermont/>

If you do not have the form, please provide the following:

- Pickup location, and
- Contact information of person making request, and
- Number of pallets, listed by type (“covered” or “non-covered”), and
- Estimated gross weight for each pallet\*.

\*Collectors are not required to use a certified scale; only estimated pallet weights are required. We can help provide estimate weights if needed.

**If you do not have a dock or fork lift, you must request a lift gate when arranging for transport with the recycler.**

5. After approval by staff, NCER’s online system will generate a bill of lading (BOL) and send an electronic copy via email to the collector, transporter, and recycler.



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6. After receipt of the BOL, the collector must contact the transporter to arrange pickup. It is the collector's responsibility to make these arrangements within 3 days of receiving the BOL.
7. The recycler/transporter will provide the collector with a copy of the BOL at the time of pickup and signatures will be obtained. **All BOLs must be signed** on the "Collector Signature" line verifying the covered devices were from covered entities in order for the costs to be covered under the State Standard Plan.
8. Once the recycler receives the load from the transporter (if not the same entity), it will weigh each pallet/Gaylord and provide certified net weights to NCER. These weights will be used to determine the collector compensation to be provided by NCER.
9. Shipment reports are emailed to the collector.
10. NCER submits reports to the Agency on a monthly basis about the net weight of material received by the recycler. Based upon this information, the Agency pays NCER 30 days later, and once NCER receives the funds, payment will be sent to the collector via mail or electronic payment