

Notice of 60-day Open Application Period for Covered Electronic Recyclers

The [Connecticut Department of Energy and Environmental Protection \(“DEEP”\)](#) hereby announces its plan to open the application period for all prospective electronics recyclers interested to become a Connecticut-approved Covered Electronic Recycler (“CER”), and for existing CERs to renew their approval pursuant to [section 22a-638-1\(b\)\(2\)\(A\) of the Regulations of Connecticut State Agencies \(“RCSA”\)](#).

The DEEP commissioner has prescribed application forms to apply to become a CER or renew an existing CER approval. The current application forms and instructions are posted on DEEP’s web site under [Recycler Information](#). DEEP will not accept previous versions of the application forms for review.

The application period will be open for 60 days, beginning on Friday, January 22, 2021 and ending at the close of business on Tuesday, March 23, 2021.

The purpose of opening the application period annually is to:

- 1) seek applications from prospective recyclers that want to apply to become a CER under the [State-wide Electronics Recycling Program](#);
- 2) maintain a competitive marketplace, to ensure a high level of service to the public and municipalities and to ensure that CER prices are consistent with prevailing rates charged in the industry; and
- 3) seek renewal applications, including proposed reimbursement fees, from existing CERs.

For Prospective Recyclers:

It is critical that each applicant closely reads and follows the instructions provided by DEEP to ensure each application is complete with ALL of the required information. Recyclers may submit their application materials any time on or after the application period opens, but not later than the ending date specified above. It is not anticipated that any applicant or CER will be able to revise their submission or proposed reimbursement fees after this deadline.

Common Deficiencies/ Issues:

Note the list of common deficiencies/issues provided below that were identified as a result of applications previously submitted by prospective recyclers:

- 1) Not following the instructions provided by DEEP;
- 2) Missing procedures to ensure that CEDs are managed properly at initial collection locations;
- 3) Missing procedures to ensure CEDs are tracked separately from non-CEDs for billing purposes;
- 4) Missing detailed descriptions of activities including process flow chart(s) that identifies ALL upstream collection points and ALL downstream partners that a CER plans to work with to recycle or dispose of CEDs or components of CEDs from the point of initial collection until CEDs and components of CEDs are processed into raw materials or products;
- 5) Missing disclosures of end processors of raw materials that are being made into new products (e.g., CRT glass markets);
- 6) Missing or incomplete Attachment D forms for certain recycling or disposal facilities that receive “Materials of Concern” (“MOCs”), especially for downstream partners;
- 7) Missing detailed descriptions for the management of waste or residue generated from recycling processes;
- 8) Missing evidence of minimum insurance coverage, including Commercial General Liability and Pollution Legal Liability, closure plan and financial assurance, as applicable, especially for recycling or disposal partners; and
- 9) Missing or incomplete “Compliance History” information on the CER and upstream or downstream partners, as applicable, for whole CEDs or MOCs.

For Existing CERs:

During this application period, all [currently approved CERs](#) interested in renewing their approval shall submit a renewal application including proposed reimbursement fees. The application form that is posted on the DEEP's web site under [Recycler Information](#) also functions as the renewal application for existing CERs. While most supporting documentation is not required to be resubmitted for existing CERs, all renewal applications must be accompanied by a material flow diagram(s) that identifies all facilities used to recycle, store or dispose CEDs or components of CEDs including all new facilities approved by modification. Follow the instructions for completing a renewal application.

Renewal applications allow for only one potential change: proposed reimbursement fees. All other changes to an existing CER approval must be made through the modification process in accordance with RCSA section 22a-638-1(b)(8)&(9). Modifications are processed separately from renewal applications.

For All New and Renewing Applicants: Fees for Recycling and Separation

All prospective and renewing applicants must submit proposed reimbursement fees as part of the application in accordance with RCSA sections 22a-638-1(b)(3)(H)&(I) during the 60-day open application period. Any prospective or existing CER may be denied based on the reimbursement fees proposed during this open application period.

For additional information including recycler application forms and detailed application instructions, please visit DEEP's website at <http://www.ct.gov/deep/e-waste> or contact Lena Tan via email at lena.tan@ct.gov or by phone at 860-978-4452.