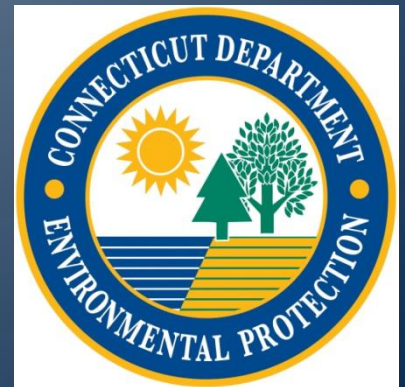


Covered Electronics Recycler Workshop

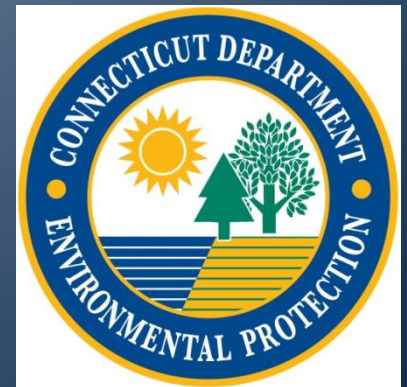
Content and Formatting for Filling
Out the CER Application

June 16, 2010



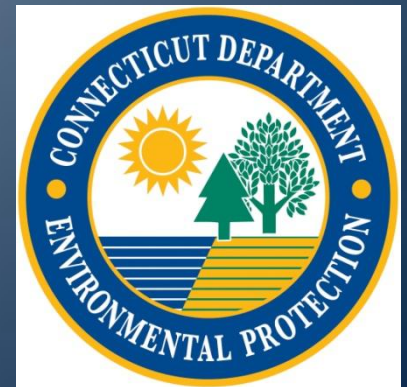
Formatting

- 1 inch binder
- Transparent pocket on front cover with applicant identification (e.g. logo)
- Tabs for each section of the application



Formatting

- Tab 1 – CER Application Form
- Tab 2 – Attachment A
- Tab 3 – Attachment B
- Tab 4 – Attachment C
- Tab 5 – Attachment D
- Tab 6 – Proof of Insurance



Environmentally Preferable Practices

- Recycled content for binder, tabs and paper
- <http://www.thegreenoffice.com/>
- Print double sided on attachments
- Don't print on the binder so it can be reused
- Don't submit any unnecessary documentation such as EH&S plans



Part I: Application Type/Fee

- This will be a new approval for everyone
- This same form will be used for renewals and transfers next year and going forward
- Please include \$250 application processing fee
- If you need to submit revised information
 - Submit just the updated information, do not submit a whole new application



Part II – Applicant Information

- List contact person for general correspondence
- Responsible official
- Provide a list of any transporters, processing and disposal facilities to be used in implementation of this program (Not end markets)
 - Indicate your company if you will be providing the transportation or processing



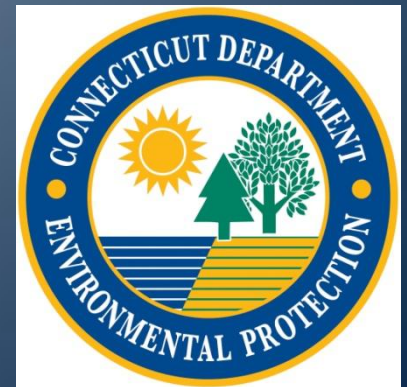
Part III – Proposed Reimbursement Fee Information

- Price per pound you are proposing to charge manufacturers for processing CEDs
- Price per pound you are proposing to charge manufacturers for separating CEDs at the request of the manufacturer
- Provide a brief explanation if the proposed fee is greater than you would charge other municipal customers for a comparable service



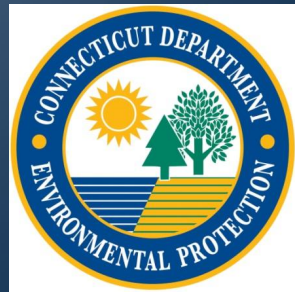
Part IV - Ewaste Compliance

- Complete compliance information form for applicant
- Complete Part V if you answered yes to any questions in Part IV



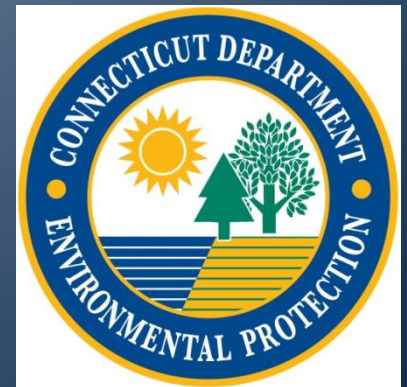
Part VI – Supporting Documents

- Attachment A – Applicant Background Information
- Attachment B – Description Of Qualifications and Relevant experience
- Attachment C - Activities and Procedures for the Management of Consumer Electronic Devices
- Attachment D – Transporters and Facilities Information



Attachment A – Applicant Background Information

- Check the box that applies to the business type
- Complete the corresponding form



Attachment B – Relevant Experience

- Going back 5 years
 - Contracts of a similar scope, including dollar value, references,
- Number of years in business
- Years of experience of owners, managers
- Certifications, awards, other recognition



Attachment C - Activities and Procedures for the Management of Consumer Electronic Devices

- The purpose of this attachment is to present a narrative of how CEDs are managed starting with your arrangements with the town for storage and pick up through processing and marketing of end materials
- While all the bullets need to be addressed, the narrative should be chronological



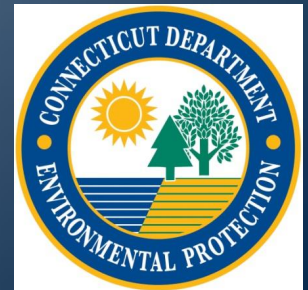
Attachment C (cont.)

- Arrangements with the municipality
 - Providing a storage container?
 - Pick up schedule? By call? On a schedule?
 - How will you work with the town to ensure that CEDs are kept separate from non-CEDs i.e. businesses or municipal devices?
 - Inspecting the load prior to off site shipment
 - Paperwork/Records
- Transportation, Accumulation



Attachment C (cont)

- Transportation and Storage
 - Describe how the CEDs will be transported to the processing facility. Is there any interim storage or accumulation?



Attachment C (cont)

- At the Processing Facility
 - System for accepting CEDs at the facility
 - Recordkeeping/ Billing What is your system for ensuring manufacturers are billed according to regulations?
 - Brand Identification for computers, monitors and printers
 - Continuing to keep CEDs separate
 - Data security practices
 - Prescreening for reuse and refurbishment if applicable



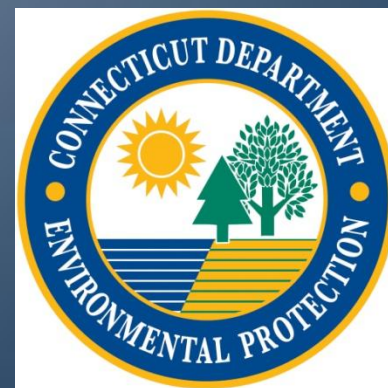
Attachment C (cont)

- At the Processing Facility
 - Describe the procedures for separating out and storing CEDs at a manufacturer's request
 - How are the CEDs processed? Crushing? Dismantling?
 - How are the end materials segregated?



Attachment C (cont)

- Reuse and Refurbishment
 - Prescreening
 - Standards for reuse or refurbishment
 - Data destruction
 - End markets – Agreements with markets concerning CEDs broken in transit



Attachment C (cont)

- Export to non-OECD countries
 - What countries are you exporting to? Transit countries?
 - Are they going for legitimate reuse?
 - Does the receiving entity have specifications?
 - How are the “materials of concern” being managed?
 - How are off spec items managed?



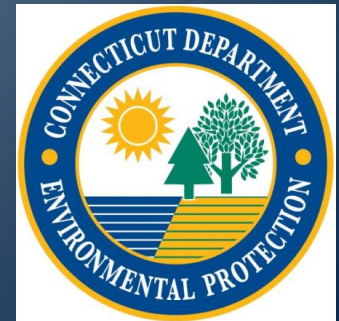
Attachment D - Transporters and Facilities

- Check the box that applies
 - If you are transporting and recycling, check both boxes.
 - Indicate any relevant licenses and permits for the facility
 - Check the box indicating all the necessary plans are in place
 - Describe environmentally preferable practices such as solar panels, clean energy, water reduction, etc.



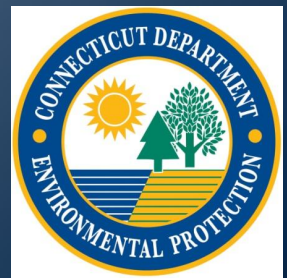
Attachment D - Transporters and Facilities (cont)

- Proof of Insurance
 - Relevant pages of the policy indicating the dates, coverage amounts
 - Letter from insurance carrier indicating you carry the necessary insurance
- Proof of Assurance
 - If required by the state where the processing or disposal facility is located



Submitting the Application

- The complete application must be received by the department not before July 1 and not after September 1, 2010.
- Include \$250 application fee - Check made out to “Department of Environmental Protection”
- Mail or hand deliver to:
 - Connecticut Department of Environmental Protection, 79 Elm Street, Hartford, CT 06106 c/o Central Permit Processing Unit
 - If you need to correct or update your application information, do not submit another application, submit a narrative of the updated information via email to Tom Metzner



For Further Information

- Web
 - www.ct.gov/dep/e-waste
- Phone
 - (860) 424-3242 or (860)418-5930
- Email
 - tom.metzner@ct.gov
 - Mark.latham@ct.gov

