

Covered Electronic Product (CEP) Recycling Plan Template

Electronic Product Recycling plans are required under Washington law, Chapter 70.95N RCW. This document is provided as a template that **must** be used for those plans. The regulations developed by the Washington State Department of Ecology (Ecology) to implement this law, Chapter 173-900 WAC, can be found on Ecology's Web site at <http://www.ecy.wa.gov/biblio/0707042.html>. This template is based on the required content of a Covered Electronic Product Recycling Plan as set in rule (see WAC 173-900-320).

Formatting of the Plan

- Plans must be submitted in both electronic and paper formats.
- A paper copy of the plan must be submitted in a three-ring binder.
- A table of contents must be included in the plan.
- Each lettered section (see below) of the Covered Electronic Product (CEP) Recycling Plan must be separate and tabbed so that sections may be replaced as plan updates are needed.

Plan Content

CEP Recycling Plans must contain the following:

A. Binding Agreement

1. The binding agreement must list all manufacturers participating in the plan and provide contact information for each manufacturer including Electronic Product Registration (EPR) numbers issued by Ecology.
2. A statement that the manufacturers participating in the recycling plan will comply with the terms and conditions of the plan when it is approved by Ecology.
3. The binding agreement must also contain a statement that if the plan fails to meet the manufacturers' obligations under Chapter 173-900 WAC, the manufacturers retain responsibility and liability, including financial liability, for the collection, transportation and recycling of their equivalent share of CEPs.
4. For the Standard Plan, the binding agreement must be signed and dated by the designee(s) for the Washington Materials Management and Financing Authority. For an Independent Plan, the binding agreement must be signed and dated by the designee(s) for the manufacturer(s) participating in the plan.

B. Standard Plan Participant Assessment of Charges or Apportionment of Costs

For the Standard Plan only, the plan must include a proposal for assessing charges and apportioning costs for manufacturers participating in the plan. The plan must also include a description of the information or data used to determine the charges assessed or costs apportioned to manufacturers participating in the plan. This section may be submitted for consideration by Ecology prior to the remainder of the plan.

C. Letter of Certification

For Independent Plans only, if more than one manufacturer is participating in the plan, each manufacturer must submit a sworn letter designating the authorized party. The authorized party is the entity authorized to submit an independent recycling plan for the manufacturers participating in the plan.

D. Use of Washington State Businesses

A description of how the plan authority or authorized party has sought to use businesses within the state including retailers, charities, processors, and collection and transportation services to implement their recycling plan.

E. Collection Services

A description of how the plan authority or authorized party will work with local government entities responsible for preparing local Solid Waste Management Plans to provide reasonably convenient collection service in each county and every city with a population of 10,000 or more. Also, a description of how the plan will meet the collection service requirements in WAC 173-900-355 including, but not limited to:

- Working with local government officials to determine what “reasonably convenient” collection service means in rural areas,
- How collection service will be provided in each county and each qualifying city, and
- A detailed description of any proposed alternatives to collection sites.

F. Collectors

The following information about the collectors providing collection services for the plan:

1. Collectors names and Electronic Product Registration (EPR) numbers issued by Ecology.
2. Collection site locations and telephone contact numbers.
3. Days and hours of operation for each collection site.
4. Types of covered electronic products accepted at each site.

G. Transporters

The following information about the transporters providing transportation services for the plan:

1. Transporters names and Electronic Product Registration (EPR) numbers issued by Ecology.
2. Counties and cities where the transporter provides service for the plan.
3. Types of covered electronic products transported.

H. Direct Processors

The following information about processors of CEPs participating in the plan:

1. Direct processors names.
2. Physical location of processing facilities.
3. Contact information and mailing addresses for all processing facilities.
4. Types of covered electronic products processed at each facility.
5. A description of all processes and methods used by each processor to recycle CEPs.
6. A written statement from each direct processor stating the processor will comply with the performance standards for direct processors of CEPs in WAC 173-900-650.

I. Direct Processor Compliance Audit Reports

A compliance audit report must be submitted for each direct processor used by a plan as detailed in WAC 173-900-365. The compliance audit report must certify that the direct processor either meets the minimum performance standards in WAC 173-900-650 or is in conformance with the preferred performance standards for direct processors (see “Environmentally Sound Management and Performance Standards for Direct Processors,” Publication #07-07-046). The compliance audit report must be conducted by an auditor who has appropriate knowledge through professional training, certification, and work experience to evaluate the environmental compliance of the processing facility. The auditor may not be employed by the processing facility other than for the purpose of conducting the compliance audit.

J. Design for Recycling

A description of how the plan participants will communicate and work with processors used by the plan to promote and encourage the design of electronic products that are less toxic and contain components that are more recyclable.

K. Direct Processor Contract Face Sheet

Copies of the contract face sheet and signature sheet for each direct processor contracted by the plan. Also submit the start date and the date of conclusion for each contract if these dates are not included on the contract face sheet and signature sheet.

L. Recordkeeping

A description of the procedures to be used by the authority or authorized party to collect and maintain records to meet and demonstrate compliance with the requirements of Chapter 173-900 WAC. This must include a description of the accounting and reporting systems that will be used to track progress toward the plan’s equivalent share (see WAC 173-900-930).

M. Implementation Timeline

A timeline for the plan showing when each of the following will occur and a description of each activity: start-up, implementation, and progress toward milestones with anticipated results.

N. Public Outreach and Marketing Requirements

A description of how the plan will inform the public and other covered entities about where and how to reuse and recycle their CEPs at the end of the product's life as specified in WAC 173-900-980. This must include:

1. A description of the method(s) used to inform the public about CEP reuse and recycling.
2. A description of how the plan will ensure outreach throughout the state.

O. Fair Compensation

Substantiate that fair compensation is paid to collectors, transporters and direct processors for all services provided to a plan and that payments to service providers will be made within thirty (30) days net from date of shipment or other time frame defined by contractual arrangement.

Submitting a CEP Recycling Plan

All plans intending to begin implementation on or before January 1, 2009, must be submitted to Ecology no later than February 1, 2008. One paper copy and one electronic copy of the plan must be submitted to Ecology. The paper copy must be submitted in a three-ring binder to one of the following addresses:

For U.S. Postal Service:

Department of Ecology
Electronic Product Recycling
Solid Waste and Financial Assistance Program
P.O. Box 47600
Olympia, WA 98504-7600

Or

For Courier:

Department of Ecology
Electronic Product Recycling
Solid Waste and Financial Assistance Program
300 Desmond Drive
Lacey, WA 98503

The electronic copy must be in a format that allows editing and commenting and the format must be usable by Ecology. The electronic copy may be submitted by e-mail to:

miku461@ecy.wa.gov

November 1, 2007