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DEPARTMENT OF HEALTH
AND ENVIRONMENT

www.kdheks.gov

Division of Environment

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Kansas Electronic Waste Collection Center Pilot Program Grantee Manual

Solid Waste Management Competitive Plan Implementation Grant Program State Fiscal Year 2008



Get Caught !

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Kansas Waste Management Grant - Electronic Wastes

In fiscal year 2008-2010, the CPI grant program will be funding electronic E-Waste Pilot Collection Centers. Funding comes from a tipping fee (currently \$1.00 per ton) surcharge on all trash disposed of in or transferred from Kansas. These funds are in the Solid Waste Management Fee Fund managed by the Bureau of Waste Management.

In August of 2007, KDHE awarded grants to fund collection centers in Butler County, Seward County, Thomas County, Osborne County, Marshall-Washington Counties, Crawford County and the Lake Region Group. KDHE Round #16 grants are funding capital improvements and under a separate operational contract will reimburse some of the costs to the collection centers for the electronics that they collect for a two-year period. During those two years, the grantee collection centers must provide free collection to Kansas' households, government agencies, and educational institutions in their project area. The centers will also serve businesses and other private organizations and are required to collect fees from these E-waste generators to help support the sustainability of these projects.

What is E-Waste?

Is "e-waste" clearly defined?

The term "e-waste" is loosely applied to consumer and business electronic equipment that is near or at the end of its useful life. There is no clear definition for e-waste, however for the Kansas grant funded pilot collection program, we have provided a [list of the items](#) that will be eligible for reimbursement.

Why is E-Waste a problem?

Number one: Electronics take an incredible amount of resources to produce and to distribute.
Number two: Environmental and public health concerns regarding e-waste stem from several hazardous compounds that are present in E-Waste including lead, mercury, and brominated flame retardants.

Number three: Diversion from the landfill saves landfill space and conserves valuable energy and material resources.

One solution: Reduce your generation of e-waste through smart [procurement](#) and good maintenance. ([ACTIVE links in this document will take you to web pages with more information](#))

Does Kansas regulate E-waste?

Kansas Standards (Attachments A & B)

Kansas has recently developed best management standards for collectors and processors of electronic waste. See attachment. Check our webpage for updates

http://www.kdheks.gov/waste/sw_approval_closure.html

Approved Electronic Waste Processors (vendors)

The Bureau of Waste Management has started to permit electronic waste processors. Grantees should make reasonable assurances that downstream vendors in the chain of custody, both domestic and international, will provide some documentation of regulatory compliance and responsible recycling and disposal. (The use of KDHE approved vendors will meet this requirement.)

Electronic waste management options hierarchy: (see Kansas Standards)

1. Reuse of whole units

Reuse functioning electronic equipment by donating it to someone who can still use it.
<http://www.cristina.org>

2. Repair/refurbishment/remanufacturing of units

3. Recovery/reuse of functional peripherals or components

4. Recycling of constituent materials

Recycle those components that cannot be repaired.

Last. Responsible disposal of hazardous and non-hazardous waste



Kansas Collection Centers

Collection centers are being funded serving close to 70 counties through eight different hubs. Round #16 grantees include:

Butler County	Butler County will be joined by Greenwood and Elk County in a regional collection program to be established in a new Building	Dianne Rollins	316 320-1453
Lake Region Solid Waste Authority	Osage, Franklin, Miami, Coffey, Anderson and Linn County will expand collection in a regional program.	Chris Paus	913-259-9376
Northwest Kansas Regional Recycling Organization	NWKS Regional Recycling Organization regional mobile collection program in an existing building in Colby. Electronic waste will be accepted from Cheyenne, Rawlins, Decatur, Sheridan, Gove, Logan, and Thomas Counties.	Lynette Koon	785-460-6598
Rice County	A new processing facility at the Rice County Landfill in partnership with Kansas Statewide E-Waste Recycling Coalition, Inc. (KSERC, Inc.) including collection from Rice, Barton, Pawnee, Stafford, Pratt, Reno, Harvey, McPherson, Saline, and Ellsworth Counties.	Jill Nichols	620-257-5166
SEKSWOA and SEK Recycling	Southeast Kansas Solid Waste Operating Authority with SEK e-waste storage in existing buildings in downtown Pittsburg. A mobile collection program is planned for Woodson, Allen, Bourbon, Wilson, Neosho, Labette, and Cherokee Counties.	Chuck Delp	620-231-8930
Seward County Landfill	Southwest Kansas will be served by a collection center in Liberal in the new compost bagging building. Electronic waste will be accepted from Stanton, Grant, Haskell, Finney, Gray, Ford, Morton, Stevens, Mead, and Seward Counties as well as 3 Oklahoma Counties.	Mike Tabor	620-626-3266
Solomon Valley E-Waste Coalition	This new coalition is joining efforts in Norton, Phillips, Smith, Jewell, Graham, Rooks, Mitchell, Trego, Ellis, Russell, Lincoln, and (Ellsworth) Counties with a new building serving as the regional program hub at Osborne Landfill.	Larry Patee	785-346-2153
Twin Valley Developmental Services	Two e-waste processing centers in Marshall and Washington Counties will be expanded for serving a 12 county region in north central and eastern Kansas, including Marshall, Washington, Republic, (Jewell), Nemaha, Cloud, Clay, Riley, Pottawatomic, Geary, Wabaunsee, Morris, and Dickinson Counties.	Edgar C. Henry	785-562-7410

Your collection center should provide customers with a signed agreement that you will abide by the KDHE standards (See Attachment A). **This will signify that your collection center is committed to the responsible management of surplus and end-of-life electronics.**

Collection Centers that follow that Kansas Standards intend to operate in a safe and secure manner within the applicable laws and regulations and using only those downstream vendors that use best practices and are in complete compliance with all applicable federal, state, and local environmental and health and safety regulations. It will also show that you are committed to reuse, recovery, recycling and responsible disposal.

Collection LIST
Eligible electronics for KDHE reimbursement of recycling The Kansas E-waste pilot collection centers will be reimbursed for the following items collected from Kansas' households in their project area:
Audio/Visual: VCR /DVD's, (A/V = stereos, projectors, camcorders, speakers, radios, tape recorders), game consoles (PS2, etc.)
Phones: Cell phones/PDA's, Answering machines, all other phones.
Computers: Whole desktop, CRT monitor, Laptop, (Computer peripheral = external drives, CD drives, cords, any add-ons), Printer/fax/scanner, Keyboard/mice.
TV's: CRT TVs, LCD's, others
Also eligible: microwaves, calculators, toner cartridges, ink jet cartridges, large copiers, desktop copiers, loose circuit boards.
No household large appliances or batteries will be reimbursed (except batteries within a computer or phone etc.)

Collection Center		KDHE reimbursements		
Category	Charge to Customers?	*Handling Fee 5- cents /pound	Shipping Costs	Recycling Fees
Household E-waste	No	Yes	Yes	Yes
Educational Inst. E-waste	No	Yes	Yes	Yes
Government Offices E-waste	No	Yes	Yes	Yes
Units sent to recycler for resale	Yes, if business	Yes	Yes, unless business	Yes, unless business
Business	Yes	Yes	No	No
Non-Profit business	Your choice	Yes	No	No
Units sent to your store	Yes, if business	Yes*	No	No
Out of State	Your choice	No	No	No
Out of Program Area	Your choice	No	No	No
Units sent to the landfill	Yes, if business	No	No	No
Units still in your storage (not shipped)	Yes, if business	No*	No	No

***Note: Reimbursements for handling (5-cents per pound) will only be made when the materials are shipped out of the collection center.**

What are my responsibilities for grant reimbursements?

1. Each grantee accepting e-waste must keep a collection log of the material accepted by type and number (You may count or weigh!!). For instance, you can record on the log one hash mark for each monitor, or you can record the actual weight of a box of mice and keyboards, etc.

The reporting goal is to provide KDHE with the amount of e-waste collected by type and county and the disposition of this waste (resale, reuse, recovery and recycling, or responsible disposal.)

Use Attachment C - [KDHE Electronic Waste Collection Log](#). EMAIL this to the grants manager if possible.

2. The grantee is responsible for an accurate accounting of material weight shipped out for payment of the 5-cents per pound handling fee.

Use Attachment E - [KDHE Affidavit of Monthly E-waste Handling/Shipping](#).

3. The grantee is responsible for an accurate accounting of PERCENT of weight or actual items shipped out which are eligible for payment of the SHIPPING AND RECYCLING FEES; that which came from a household, government office, or educational institution in the project area.

This means that all material collected that is either business waste, out of state, out of project area: MUST BE DOCUMENTED SEPARATELY so that it can be EXCLUDED FROM THE KDHE REIMBURSEMENT for Shipping and Recycling fees.

Your recycler may be able to help you with this requirement as long as the material collected is somehow separated, or marked with a label, etc. Materials that you accept from business, out of state, out of project area are not eligible for shipping and recycling fee reimbursement.

Example: If you ship 2000 lbs. (1 ton) and 20% of the load is from business, out of state, out of project area, then KDHE would reimburse 80% of your cost to ship to the recycler and 80% of your recycling fees to the recycler if you pay by weight. We will reimburse on actual costs per piece if this is the method that you are being charged recycling fees....at your request.

4. The grantee is responsible for collecting fees from business customers. The fees must be recorded for auditing purposes. The fees you will collect are identified in your contract with KDHE.

In addition, a contact name and phone number should be recorded for persons dropping off more than 5 whole units or 20 individual pieces. (Again for auditing purposes – to identify business customers)

Requesting Payments: (monthly reporting)

Submit Attachment C - KDHE Electronic Waste Collection Log or approved alternate format EVERY MONTH. (please email this form if possible)

Submit Attachment E - E-waste Handling/ Shipping Reimbursement Worksheet along with the attached affidavit, invoices, or receipts to KDHE EACH TIME YOU SHIP, AND NO LATER THAN 30 DAYS AFTER SHIPMENT.

1. KDHE WILL pay handling REIMBURSEMENTS to grantees on a per pound basis WHEN THE MATERIAL IS SHIPPED, and no less than yearly. These reimbursements may be used for supplies, utilities, salaries, fuel costs, equipment costs, etc. (even if these costs are counted as matching funds on your capitol improvement grant.)

All electronic waste collected from your project area will qualify for the 5-cents per pound reimbursement. Use Attachment E - KDHE **Affidavit** of Monthly E-waste Handling/ Shipping

2. KDHE pays shipping expenses from the collection center to the recycler, minus the percentage of product (or actual amount) shipped that is business waste.

Only shipping for electronic waste from household, government and educational institutions in your project area will be reimbursed.

Collection centers must charge businesses a fee for final recycling/shipping expenses as agreed to by KDHE that are incorporated in the grant contract, (Attachment C of the contract).

Use Attachment E - KDHE **Affidavit** of Monthly E-waste Handling/ Shipping. Include all receipts/invoices with your affidavit.

3. KDHE pays recycling fees minus the fees for product shipped which is not eligible (business waste, out of region, out of state)

Only fees for recycling electronic waste from household, government and educational institutions in your project area will be reimbursed.

Use Attachment E - KDHE **Affidavit** of Monthly E-waste Handling/ Shipping. Include all receipts/invoices with your affidavit.

4. KDHE will not pay the downstream recycling fees for e-waste collected from out of region, out of state, business waste.

After all shipping weights are documented; you must then be able to subtract the percentage of the shipment, which is not eligible for reimbursements.

After all recycling fees are documented; you must then be able to subtract the weight or fees, which are not eligible for reimbursements.

Use Attachment E - KDHE **Affidavit** of Monthly E-waste Handling/ Shipping to record your exceptions.

Remember this contract agreement: KDHE will retain 10% of the monthly amount until after the required yearly documentation has been received and approved.

Outreach Materials

KDHE will assist the collections centers in developing a public outreach and education plan. Grantees agree to participate in at least one of the KDHE Outreach Programs: Green Teams, "Kansas Don't Spoil It" and/or Get Caught Recycling™ public education campaigns in a manner, which is appropriate to the E-Waste Pilot Member's needs.

Currently, there is a directory of collection centers for recycling in Kansas.

Try to Search the [BIRP directory](#) for computers, or electronics:

<http://www.kansasbirp.com/centerdirectory.asp>. This directory would be a good place for grantees to post collection locations and activities.

FAQs

What are the benefits and advantages to our county to recycle e-waste?

A. There are several.

- **Conserves natural resources.** Recycling recovers valuable materials from old electronics that can be used to make new products. As a result, we save energy, reduce pollution, reduce greenhouse gas emissions, and save resources by extracting fewer raw materials from the earth.
- **Protects your surroundings.** Safe recycling of outdated electronics promotes sound management of toxic chemicals such as lead and mercury.
- **Helps others.** Donating your used electronics benefits your community by passing on ready-to-use or refurbished equipment to those who need it.
- **Create Jobs.** eCycling creates jobs for professional recyclers and refurbishers and creates new markets for the valuable components that are dismantled.
- **Saves landfill space.** E-waste is a growing waste stream. By recycling these items, landfill space is conserved.

<http://www.epa.gov/epaoswer/osw/conserved/plugin/pdf/donate.pdf>

Will the E-Waste grant and operational contract pay for all of our costs during the pilot program?

A. No, but it will cover most of the collection center costs over the two year pilot program period. Typically, there are matching costs. For example: a grantee may have been awarded funds to purchase a cardboard baler – the grant doesn't cover the costs of the entire recycling program associated with the collection, processing and marketing of the cardboard.

Our mutual goal is to establish "pilot electronic waste collection centers." We are supporting the development of collection centers to help policy makers understand how best to collect and recycle e-waste. Counties will be responsible for implementing the pilot collection centers. Just like 'typical' recycling centers, some costs will be incurred by the operators of recycling centers.

Will KDHE pay reimbursements for used computers collected and sent for resale.

A. If a recycler provides a service to the grantee, such as taking "everything" including the reuse/resale items and offers a rebate of the profit to the grantee, then we would not have the grantee declare the rebate.

Expenses for fixing repairable units are not recorded in this program.

If you plan to resale/repair units at your site, then you would record the collection of that material and put it in the space on the monthly form for "diverted to resale". We DO pay the \$.05/pound, and you do not have to report related income.

Can we charge for residential e-waste if it comes from 'outside' of our grant area?

A. Yes. – but this material will not be eligible for reimbursements.

Do we charge transportation from a collection site back to our hub facility, as a transportation cost or overhead?

A. Shipping charges will only be reimbursed from the collection center to the downstream processor/recycler. Your transportation costs between counties is part of your operations cost.

Since we are required to charge businesses for e-waste we collect, what would happen if we don't get much or any e-waste from them?

A. Nothing. The fair and equitable price you set for the collection of e-waste from businesses may deter them from using your services, as other service providers may be available to them that they find advantageous.

Do we have to declare money that comes in as donations? No

Will the collection center have to erase the hard drive memory?

A. The collection facility or downstream vendor should provide secure storage for electronics collected, remove data-containing devices, or completely erase or destroy the data containing devices. A certification of data erasure must be provided to the customers of grant-funded centers who erase data, if requested. Most private computer recyclers will provide data destruction services for a fee. This fee can be collected from the customer even if free recycling is offered.

This fee is not reimbursable by the KDHE grant.

If the grantee reaches the \$150,000 annual cap designed to help offset expenses, can they start charging for residential e-waste 'inside' the grant project area?

A. Yes. You have the option to either start charging residents, to continue to provide free services until the end of the program year and petition to KDHE to reimburse these additional expenses at your own risk. The grant program will evaluate the budget at the end of the fiscal year and may fund requests for reimbursement above the \$150,000.00 cap.

Can we select a 'downstream' e-waste processor that's not currently permitted by KDHE?

A. Possibly. Part of the grant requirements is that only 'permitted or approved' e-waste processors are allowed for KDHE to reimburse these expenses. There are however a number of processors that have applied for a permit. The permit process is detailed and time consuming due in part to required times for public notices and input. We can however place a priority on an application in order to speed up the process.

Is there more 'Household E-waste' out there or more 'Business E-waste'?

A. Household E-Waste. Studies show that over all there is more e-waste in homes than in businesses. At times it may not seem this way. For example: if a school or hospital decides to upgrade all its computers at one time the resulting amount of e-waste may be a several hundreds of pounds. However e-waste from these types of businesses or institutions is often generated on a sporadic basis. The flow of e-waste from homes is comparatively more of a constant and steady stream.

Aren't the manufacturers required to take back the electronics that they sell?

A. Not in Kansas, in some states they do. ([List of take back programs.](#))
List of cell phone programs <http://recyclewirelessphones.com/index.cfm>

What is the FCC rule on Digital TV signals?

A. Non-digital television sets that are not attached to a cable or satellite service and not equipped with special converter may need a converter box after midnight on Feb. 17, 2009. After the first of the year, the federal government will be making available to each household two coupons worth \$40 each that can be used to buy two converter boxes. The coupons must be requested between Jan. 1, 2008 and March 31, 2009.
<http://www.dtv.gov/outreach.html> <http://www.ntia.doc.gov/dtvcoupon/index.html>

Will everyone have to get a new TV in 2009?

A. **NO** – you can get a converter box, or your local communications provider may have a solution for you. Since TV's are difficult to recycle, we encourage waste reduction by converting your existing television.

What does the EPA say about electronics waste?

A. The U.S. EPA's recently published [WasteWise Update on Electronics Reuse and Recycling](#), a comprehensive overview of the issue.

Other Resources:

- The [Electronics Industry Alliance](#) maintains a national list of collectors and recyclers searchable by state.
- The [International Association of Electronic Recyclers](#) Directory of the Electronics Recycling Industry allows you to search for organizations that are involved in electronics recycling. Most of the database focuses on companies that provide recycling services for electronic products.
- [National Recycling Coalition \(NRC\)](#) hosts the National Database of Electronics Recyclers, Reuse Organizations, and Municipal Programs.
- The [Directory of the North American Scrap Electronics Recycling Industry](#) is available for a fee from Resource Recycling. The Directory contains extensive details about firms and organizations that acquire and process obsolete computers, peripherals TVs and other electronics.
- The [Electronics.ExchangeSystem.net](#) is a free buy/sell/trade listing system for electronics, computer and telecommunication items.

[Electronics: A New Opportunity for Waste Prevention, Reuse, and Recycling](#), published by the U.S. EPA, includes information on how to properly manage electronics.

Data collection requirements (monthly reporting)

The purpose of the Kansas pilot collection center grants is to gather information from the grantee, which documents its research and investigation into the storage, collection, transportation and/or processing of electronic wastes in the E-Waste Pilot Member's community, and should include any new and novel procedures for such activities.

The data collection must include: At a minimum, according to your contract the data will include quantities of e-waste collected (reused, recycled, or destroyed) by type of item and by county and the number of participants, on forms provided by KDHE.

1. Origin of materials (County, business name, institution name, or proof of household) - Automobile license, proof of residence address or business location, or other methods must be used and included on the collection log or in the facility records.

Do we need the names of residents? **NO.**

Do we need to be able to show that the grant program did not pay for business waste? **Yes.**

Do we need to be able to show that the grant program did not pay for electronic waste collected from other states or counties outside of the project region? **Yes.**

2. Fees Collected and contact information - Fees collected from Businesses, out of state residents, or out of region must be recorded for auditing purposes. The fees requirement is in response to concerns from private electronic waste collection businesses, and to build some sort of sustainability into the project.

Contact name and phone number for persons dropping off more than 5 whole units or 20 individual pieces is requested to audit for non-household waste.

3. Documentation of the transfer of ownership for all electronic equipment, components, and materials received.

Document ALL Dispositions (diversion to resale, sent to a recycler for end of life parts recovery, shredding, or incineration or disposal in landfills)

4. Use a certified scale, or ship to a recycler that uses a certified scale. Document the transfer of materials received to the approved vendor (broker/buyer/processor) when shipped out. * Your vendor may offer and be able to help with this requirement. Weight of units (whole, parts, components) by type and origin is needed.

Electronic Waste storage

Reimbursements will be made on the KDHE Monthly Affidavit of E-waste Handling/ Shipping and worksheet. To receive reimbursement, materials must be shipped out, and scrap must be recycled (not disposed, except for incidental amounts of material).

Clearly label waste while it is stored, in a manner comprehensive enough to identify it. Storage time limits should be established. KDHE recommends shipping to the recycler when the storage is near full, or at least once a year.

Material stored prior to the start of the contract can be transferred to a recycler and reimbursement requested - ONLY ONE TIME during the first operating month of the service contract.

Voluntary surveys

The grant application mentioned the possibility of increased funding for brand surveys. No one proposed in their application to implement a survey. A sample survey is included in this packet that may be used on a voluntary basis (See Attachment D). You may also like the design of the survey to use for collection of individual data instead of the collection log. You may use this survey for the collection of data, and have staff compile the data on the collection log on a daily or weekly basis.

KDHE Reporting Checklist for E-Waste Operations Contract

Daily:

- KDHE Electronic Waste Collection Log

Monthly:

- KDHE Affidavit of Monthly E-waste Handling/ Shipping
- KDHE Electronic Waste Collection Log Summary

60 Days after start-up:

- Progress Report

14 months after start-up:

- Yearly Progress Report
- Yearly Summary of Collections Report

26 months after start-up

- Yearly Progress Report
- Final summary of collections report

Prior to December 2, 2010

- Final affidavit of Expenditures

Remember this contract agreement: KDHE will retain 10% of the monthly amount until after the required yearly documentation has been received and approved.



Free up Your Space! Recycle E-Waste.

Definitions:

A **cathode ray tube (CRT)** is the glass video display component of an electronic device (usually a computer or television monitor).

Collection Facility - any operation that accepts and stores, but does not process, electronic waste.

Desktop – A computer system (not a laptop) consisting of a monitor, computer and keyboard/mouse designed to fit on a desk.

Liquid crystal display (**LCD**) – is a flat screen monitor with liquid crystal technology.

Personal digital assistant (**PDA**) – like a Palm pilot or Blackberry.

Processing Facility - any operation that accepts, processes, and markets recyclables. KDHE permit required.

Recycling fee – Charges from the recycler to take the electronic waste. This may be a charge per pound or per monitor depending on the contract with your vendor.

Scrap – another name for useable electronic waste.

Shipping Cost – Charges to “ship” or transport from the recycling hub to the downstream recycling vendor.

Cathode Ray Tubes (CRT) Rule

EPA proposed this rule on June 12, 2002 (67 FR 40508) to encourage recycling and reuse of used CRTs and CRT glass. This final rule published July 28, 2006 streamlines management requirements for recycling of used CRTs and glass removed from CRTs under the Resource Conservation and Recovery Act (RCRA).

EPA is providing conditional exclusions from the federal hazardous waste management standards for CRTs and CRT glass destined for recycling. More information about the Hazardous Waste CRT Rule:

<http://www.epa.gov/epaoswer/hazwaste/recycle/electron/crt.htm>.

Toxic elements

Computers may contain various toxic elements harmful to health and environment, such as:

Mercury in switches, housings and flat screens; lead & cadmium in computer circuit boards; cadmium in computer circuit boards, semiconductors and batteries; Lead in cathode ray tubes, cables, and solder; arsenic in older CRTs; polybrominated flame retardants, antimony trioxide flame retardants, selenium in circuit boards; chromium in steel; cobalt in steel for magnetism; plastic coated cables and plastic computer casings that release toxic dioxins and furans when burned to recover valuable metals inside; and Poly Chlorinated Biphenyl's (PCB's) in older capacitors and transformers.

Attachment A

COMPETITIVE PLAN IMPLEMENTATION GRANT PROGRAM KANSAS ELECTRONIC WASTE STANDARDS

In this document, the term “collection facility” means any operation that accepts and stores, but does not process, electronic waste. The term “processing facility” means any operation that accepts, processes, and markets recyclables. The term “customer” means any individual, company, or other entity from which a collection or processing facility accepts electronic waste, whereas “vendor” means any company that accepts materials from a collection or processing facility for further processing, recycling, or disposal.

The expectation is that each facility, whether public or private, needs to just demonstrate its ability to meet the intent of these standards at the collection site or through its downstream vendors.

STANDARDS FOR COLLECTION FACILITIES

Complying with the following standards signifies that the e-waste collection facility is committed to the responsible management of surplus and end-of-life electronics. All Competitive Plan Implementation Grant recipients must comply with these standards.

Customer Assurance

The collection facility must make a copy of the Kansas Electronic Waste Standards, including a signed agreement to abide by these standards, available by request to any customer.

General operations

The collection facility must:

1. Comply with all applicable federal, state, and local environmental and safety laws and regulations.
2. Maintain an effective safety program for facility staff, including appropriate training.
3. Implement and maintain an effective environmental management system.
4. Implement and maintain an effective site security program for the facility.
5. Document safety, environmental, and security audits of the facility.
6. Utilize only those downstream vendors that are in complete compliance with all applicable federal, state, and local environmental and health and safety regulations. All Kansas vendors should have a Solid Waste Processing Facility Permit for an E-Waste Reclamation Facility.
7. Ensure that facility staff has adequate technical knowledge, skills, and experience to safely work with electronic waste.

Data Security

If the collection facility intends to **reuse or resell** the unit, they must:

1. Provide the customer with assurance that all electronic waste will be properly and securely stored, according to the facility’s site security program, in order to provide data security prior to erasure of data.
2. Use reliable data erasure software to delete all data from the unit. The collection facility should provide certification of data erasure to its customers, if requested.
3. Remove all other data-containing devices (i.e. compact discs, flash cards, etc.) from every unit. These must be erased, if feasible, or destroyed.

Attachment A

If the collection facility intends to **send all data containing units to a vendor for processing**, they must:

Provide the customer with assurance that all electronic waste will be properly and securely stored, according to the facility's site security program, in order to provide data security prior to transport of materials to a vendor.

1. Document the transfer of ownership of all data-containing devices to a vendor that complies with all applicable federal, state, and local environmental and safety laws and regulations. This vendor must implement a process to control and document the complete destruction of data from all units. See the Additional Kansas Electronic Waste Standards for Reclamation Facilities for further information.

If the collection facility intends to **destroy data containing units** (hard drives) at the collection facility:

1. All data-containing devices (i.e. compact discs, flash cards, etc.) must be removed from every unit. These must be erased, or sent to a vendor for erasure or destruction.
2. Provide the customer with assurance that all electronic waste will be properly and securely stored, according to the facility's site security program, in order to provide data security prior to physical destruction of data containing units.
3. Destroy end-of-life data containing units to prevent retrieval of information. **This data security measure does not constitute processing.** The collection facility should provide certification of destruction to its customers, when requested.

Operations

The collection facility must:

1. Implement the following hierarchy of management options, as consistent with economic, security, and other factors identified by the customer and the facility:
 - a. Reuse of whole units
 - b. Repair/refurbishment/remanufacturing of units
 - c. Recovery/reuse of functional peripherals or components
 - d. Recycling of constituent materials
 - e. Responsible disposal of hazardous and non-hazardous wastes
2. Dispose of only those wastes that cannot be sent on to a vendor for repair, recovery, or recycling of constituent materials.
3. Use a calibrated scale that is certified annually by a third party, and maintain documentation of annual certifications.
4. Clearly label waste while it is stored, in a manner comprehensive enough to identify it.
5. Provide KDHE with a report accounting for the disposition of all materials received, including the information listed below, on forms provided by KDHE.
 - a. Equipment sent to brokers/buyers/processors for ultimate reuse, parts recovery, recycling, and disposal:
 - i. Weight of whole units, categorized by type (i.e. TVs, CPUs, CRTs, keyboards, printers, and other peripherals)
 - ii. Weight of parts/components, categorized by type (i.e. whole circuit boards, shredded or whole hard drives, etc.)
 - iii. Weight of end-of-life whole units, categorized by type
 - iv. Weight of end-of-life parts/components, categorized by type
 - v. Weight of non-recyclable parts/components disposed of, categorized by type and means of disposal (incineration, disposal in landfills)
 - b. Additionally, the collection center must include:
 - i. Documentation of the transfer of ownership for all electronic equipment, components, and materials received.
 - ii. Documentation of tax-deductible donations of equipment.
6. Make reasonable assurances that downstream vendors in the chain of custody, both domestic and international, will provide some documentation of regulatory compliance and responsible recycling and disposal. (The use of KDHE approved vendors will meet this requirement.)

Attachment B

COMPETITIVE PLAN IMPLEMENTATION GRANT PROGRAM KANSAS ELECTRONIC WASTE STANDARDS FOR PROCESSING FACILITIES

In this document, the term “processing facility” means any operation that accepts, **processes**, and markets recyclables. The term “collection facility” means any operation that accepts and stores, but does not process, electronic waste. The term “customer” means any individual, company, or other entity from which a collection or processing facility accepts electronic waste, whereas “vendor” means any company that accepts materials from a collection or processing facility for further processing, recycling, or disposal.

The expectation is that each facility, whether public or private, needs to just demonstrate its ability to meet the intent of these standards at the collection site or through its downstream vendors.

Complying with the following standards signifies that the e-waste recycling/reclamation facility is committed to the responsible management of surplus and end-of-life electronics. **Any facility that processes electronic waste must follow these standards in addition to the electronic waste standards for collection facilities.** All Competitive Plan Implementation Grant recipients must comply with these standards.

Data Security

The processing facility must implement a process to control and document the destruction of data from all equipment or media received, by means of a data erasure process, degaussing and/or by physical destruction. This process should include:

1. Use of tested, reliable software for data erasure regardless of whether the unit is to be reused, resold, or disposed. The processing facility should provide certification of data erasure to its customers.
2. Complete destruction of end-of-life data containing units to prevent retrieval of information. The processing facility should provide certification of data containing unit destruction to its customers.
3. Removal and destruction of all of the following:
 - a. Flash cards
 - b. Printer hard drives
 - c. Compact discs
 - d. VCR tapes
 - e. Typewriter ribbons
 - f. Printer spools
 - g. Any other device that might hold data.
4. Implementation of a quality assurance process to ensure effectiveness of data erasure on units to be reused or resold.

Operations

The processing facility must:

1. Have completed and submitted KDHE’s Application for a Solid Waste Processing Facility Permit for an E-Waste Reclamation Facility, which ensures that the facility has a comprehensive operating plan, sufficient insurance and financial assurance, a complete closure plan, and a contingency plan.
2. Document the removal of hazardous components, such as fluorescent tubes, mercury-containing switches and relays, and nickel-cadmium and lithium batteries, from equipment before shredding it.

Attachment B

3. Make asset numbers, asset tags, or serial numbers identifying each piece of equipment or each component *or other practical inventory mechanism* available to KDHE as evidence of disposition.

Export Practices

The processing facility must:

1. Maintain documentation for exports of electronic materials from the United States for one year or as required in applicable export documentation retention schedules, whichever is longer. This documentation includes the following:
 - a. Shipping manifests identifying the destination, recipient, the make, model, and condition for all declared reuse items, and
 - b. Any other information necessary to complete the export.
2. Comply with the U.S. Environmental Protection Agency's Cathode Ray Tube (CRT) Rule for export of CRTs.
 - a. Exporters shipping broken or unbroken CRTs to another country for recycling must notify EPA and receive written consent from the receiving country through EPA before shipments can be made.
 - b. Exporters shipping used, unbroken CRTs for reuse to another country must submit a one-time notification to EPA.
3. Not export non-functional CRTs or any other hazardous equipment, components, or materials from the United States to any country other than:
 - a. Member countries of the Organization for Economic Cooperation and Development (OECD);
 - b. Members of the European Union; or
 - c. Countries that have entered into an agreement with the United States allowing for such exports.

**KDHE ELECTRONIC WASTE COLLECTION LOG
(EXAMPLE)**

Collector (Organization) Name: <i>Rooks County</i>		Hub Grantee: <i>Solomon Valley E-Waste Coalition dba Osborne County</i>				Telephone #: <i>(999) 888-7777</i>			Worksheet Number: <i>0001 or 01-08 etc.</i>								
Type of Event: on-going (one-time)		Location of Collection: <i>100 E Main St. trailer</i>						Collection Month/year: <i>Jan 2008</i>									
Verify eligibility for free recycling by entering license plate or zip, collect fees for business waste.					Material Received in weight (wt.) or number of units (#) or both.												
Date:	Origin County of Material: and zip or license plate. (County and zip or lic. mandatory)		Source: Enter your code	For transfers of 5 or more whole units or 20 individual items, provide Contact Person & Phone	*Fee:	Whole desktop	CPU's	CRT Monitors	LCD Monitors	CRT TVs	Laptops	Keyboard / mice	Printer / fax / scanner	Cell phones/ PDAs	VCRs / DVDs	Computer peripheral	Other (list)
	Enter EITHER the number of units collected -or- the WEIGHT of each type of units collected in the spaces below.																
3	<i>67473</i>	<i>Osborne</i>	<i>R</i>		\$0.00						<i>1</i>						
4	<i>67473</i>	<i>Osborne</i>	<i>X</i>	<i>Business Source, Brian Good 785 888-7777</i>	\$40.00		<i>4</i>	<i>4</i>				<i>5 lbs.</i>					
4	<i>05</i>	<i>dbg773</i>	<i>R</i>	<i>Brian Good home, 888-6666</i>	\$0.00	<i>5</i>						<i>2</i>					
4	<i>RO</i>	<i>lkm258</i>	<i>S</i>		\$0.00				<i>3</i>			<i>2</i>	<i>2</i>	<i>1</i>	<i>2</i>	<i>Cords - 2 lbs.</i>	
5	<i>67477</i>	<i>Rooks</i>	<i>X</i>	<i>United Way, Ann Done 888-7776</i>	\$10.00	<i>1</i>											
SUBTOTALS: \$50.00						6	4	4	0	3	1	0	4	2	1	2	0



Kathleen Sebelius, Governor
 Roderick L. Bremby, Secretary

DEPARTMENT OF HEALTH
 AND ENVIRONMENT

www.kdheks.gov

Division of Environment

Participant Survey Date: _____

WHO? Household School Local Government Business Other (see below)

Which County by **zip code or license plate**: _____

HOW DID YOU HEAR ABOUT THIS EVENT? (Circle all that apply.)

TV Radio Newspaper Flyer Poster Word of Mouth

WHAT	HOW MANY -or-	-or- WEIGHT	BRAND NAME (Dell, Sony, etc)
Computer - Whole Desktops			
Computer parts (list):			
Cords			
Keyboard/Mice			
CPU			
CRT Monitors			
LCD Monitors			
Printers/Fax/Scanners			
Laptop			
Copiers			
Phones (not cell phone)			
Cell Phones			
Answering Machines			
Pagers			
PDA's			
Video (list)			
CRT TV's			
LCD TV's			
DVD Player			
VCR's			
Camcorders			
Audio (list)			
Stereo			
Radio			
Games			
Microwave			

Over 5 whole units or 20 individual pieces, or business -

Include a name and contact number: _____

Fee required: (Business – Out of state – Out of Project area)

Fee Collected: \$ _____

Attachment E

Month/Yr: _____

KDHE Affidavit of E-waste Handling/ Shipping

SHIPPER (ORIGIN)				RECYCLER (DESTINATION)			
Name: _____ City: _____ Affidavit start date: _____ end date: _____				Name: _____ Address: _____ KDHE Permit #: _____			
For items collected this month, but not shipped - Use the worksheet to document weight of units: <ul style="list-style-type: none"> • Diverted to local resale shop, • Sent to local landfill or • Still in local storage. 				Details or Special Instructions: (recycling contract exceptions, payments, transport requirements, etc.)			
Pallet or Box No.	(X)	Description of Materials and exceptions: Whole Units – Resale, etc	Column 1 Weight (LB.)	Pallet or Box No.	(X)	Description of Materials and exceptions*	Column 2 Weight (LB.)
1				15			
2				16			
3				17			
4				18			
5				19			
6				20			
7				21			
8				22			
9				23			
10				24			
11				25			
12				26			
13				27			
14				28			
Add Column 1 Total Weight:				29			
(X) Mark this column for exceptions to later calculate the weight ineligible for shipping reimbursement (ex. Business, Out of State, Out of Program Area)					Add Column 2 Total Weight:		
ADD Column totals 1 + 2				Total Weight ALL E-waste Shipped this page:			
Total weights of these rows (X) only ->>>			>>>>>Business, Out of State, Out of Program Area Weight (X) :				
Load -- <input type="checkbox"/> Partial <input type="checkbox"/> Full		Freight Counted or Weighed <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver <input type="checkbox"/> By End Recycler		Shipper or Receiver Company Signature/ Date: -Or- Carrier / Driver Signature/Date:			
*List Monthly Exceptions on the WORKSHEET PAGE							
				<i>Shipping Charges: \$</i>		<i>Recycling Fees: \$</i>	
<i>For the purposes of reimbursement from the KDHE BWM Grant Program, I certify that the information given on this affidavit and attached worksheet is accurate.</i>							
Signature of Grantee Representative: _____						Date: _____	
Emergency Contact:			Title:			Phone:	



Free up
your space!
Recycle e-waste.



Monthly E-waste Handling/ Shipping Reimbursement Worksheet

KDHE Bureau of Waste Management Round #16 Grant

Grantee: _____

Year: _____ **Month:** Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec
(Circle one)

Calculate eligible weight for reimbursement of shipping and recycling fees.
(Take total weight shipped minus the weight of ineligible business e-waste, or out-of-state, out-of-project area collections from affidavit column (x))

All E-waste shipped (a): _____ lbs.* minus ineligible weight (x): _____ lbs. equal

Eligible weight: _____ lbs. **(b) Then, take this number**

(b) (divided by) All E-waste shipped (a) Equals = ()% (c)

Example: 500 lbs. shipped - 100 lbs. of business waste = 400 lbs. 400 divided by 500 = 0.80 or 80%

Total shipping cost*: \$ _____ (d)

*(Attach shipping invoices)

Multiply (d) by the % above (c) to get **Eligible Shipping Costs:** \$ _____ (1)

Total recycling fee*: \$ _____ (e)

*(Attach receipts)

Multiply (e) by the % above (c) to get the **Eligible Recycling fees:** \$ _____ (2)

Exceptions:

All Weight Collected this Month: _____ lbs. (f)

Sent to our landfill: _____ lbs. (g)

Still in our storage: _____ lbs. (h)

Diverted to our resale shop*: _____ lbs. (i)

***Handling Subtotal = All shipped (a) + Diverted to resale (i) = _____ lbs. (k)**

Reimbursement Rate: \$0.05

Calculated Eligible Handling Reimbursement ((k) x .05): \$ _____ (3)

Total Monthly Reimbursement (1+2+3): \$ _____

Authorized Signature: _____

Date: _____

FOR KDHE USE ONLY:
Audited by _____
Date _____