

Guidance for Municipalities

Options and Regulations for Used Electronics Collected by a Municipality

This guidance outlines the options and regulations which apply to used electronics when they are collected by a municipality.

Used Electronics Collected from Households and Conditionally Exempt Small Quantity Generators (CESQGs)

Municipalities currently have three options for managing used electronics collected from households and CESQGs. CESQGs are non-households that generate up to 100 kilograms (220 pounds) total of hazardous waste in a calendar month, store no more than 1000 kilograms total of hazardous waste at any time, and handle no more than 1 kilogram of acute hazardous waste at any time (used electronics are not typically acute hazardous waste).

Option 1 - Modification of Transfer Facility or Landfill Permit

The municipality may apply to their DEC Regional Office for a permit modification. This option is used when municipalities are setting up a permanent collection area at a Part 360 permitted solid waste management facility. A c7 notification (as described below) is also required from both the facility and any non-household, non-CESQG used electronics generators.

Option 2 – Regulation Under Hazardous Scrap Metal Exemption

The municipality must arrange for the used electronics to be sent to a facility that is authorized to handle used electronics under the hazardous scrap metal exemption of 6 NYCRR 371.1(g)(1)(iii)(b). The municipality files a c7 notification with both the Department's Albany Office and Regional Office, as described below. The Department may require the municipality to meet other requirements under Subparts 360-11 or 360-12, such as reporting or storage time limits, or registration. For collection events, there may be other requirements such as traffic control, protection from weather, and contingency plans.

Option 3 – Regulation under 6 NYCRR Subpart 373-4

(a) **Household Hazardous Waste (HHW) Collection Day Events:** The municipality requests approval from the Department's Regional Office under Subpart 373-4 for the collection, storage and proper recycling of used electronics for up to 3 consecutive days or 30 days within a calendar year under the HHW collection program regulations. Requirements under Section 373-4.3 apply, including submittal

of a detailed collection program plan and collection day reporting. For municipalities that conduct DEC-approved collection events for all HHW materials, electronic waste collected at those events may be regulated as an “acceptable material” consistent with the detailed collection event plan.

(b) **Permanent Household Hazardous Waste (HHW) Storage Facilities:** The municipality may apply to the Department’s Regional Office for a HHW facility permit to include the storage of used electronics for more than 3 consecutive days or 30 calendar days per calendar year. Requirements under Section 373-4.4 apply.

Potential HHW State Assistance Funding

When conducted under a DEC-approved HHW collection event plan or at a permitted HHW storage facility, the costs of recycling used electronics may potentially be considered eligible for 50% reimbursement. Electronics collected under a different option are ineligible for HHW State assistance funding. There is no specific State grant program for collection and recycling of electronic wastes.

Used Electronics from Non-Household/Non-CESQG Generators

The municipality is required to notify the Department that the municipality is managing used electronics from other generators (businesses, municipalities, institutions, non-profit groups, etc that are not CESQGs) for each location. The municipality must arrange for the used electronics to be sent to a facility that is authorized to handle used electronics under the hazardous scrap metal exemption of 6 NYCRR 371.1(g)(1)(iii)(b), and the scrap metal must ultimately be reclaimed. The municipality is then exempt from the hazardous waste regulations. The Regional Office will determine for each site whether the municipality is required to meet any other regulatory requirements under Subparts 360-11 or 360-12.

Implementing Used Electronics Collection

C7 Notification

A sample c7 notification letter which the municipality must submit to the Department's Albany Office is [available](#) (11.8 kb pdf). This notification must be submitted to the Department before the first collection, and resubmitted only if information on the form changes (nature of the municipality's operation changes, name and address of recycler changes, or municipal contact information changes). The notification meets the notification requirements for the scrap metal exemption under 371.1(c)(7) of the hazardous waste regulations.

Please note that non-households who are also non-CESQGs who bring used electronics to the municipality's facility are also required to file a c7 notification. A copy of a form that may be used by non-households bringing wastes to the municipal collection is [available](#) (11.7 kb pdf), and can be customized (the municipality may modify the form to

include the municipality and recycler information). Please note that non-household generators are required to submit the notification to the Department before bringing their used electronics to the municipal collection, so the municipality should have a pre-registration process for non-household used electronics collection.

Packaging

The commingling of household and non-household used electronics is allowed. However, costs incurred for items from non-household generators are not eligible for reimbursement under the household hazardous waste State assistance funding program. Used electronics must be kept out of the weather and secure. Disassembly of electronic components is not allowed at the collection site.

Releases

Broken components could cause a release of a hazardous substance to the environment and must be properly cleaned-up and disposed off-site. A hazardous waste determination is required for broken components which contaminate environmental media. Municipalities cannot collect broken CRT glass with no attached metal pieces from non-household generators. Broken CRT glass with no attached metal is not eligible for the hazardous scrap metal exemption and cannot be sent to a scrap metal recycler.

Transportation

Used electronics managed under the scrap metal exemption of 6 NYCRR 371.1(g)(1)(iii)(b) are exempt from the permitting requirements of 6 NYCRR Part 364 as scrap, provided that no other regulated waste is intermixed, contained in, or otherwise included with the used electronics. (See subparagraph 364.1(e)(2)(vii).)

A licensed transporter is not required for recyclable materials however, transportation of HHW from a collection site must be accompanied by shipping papers and transported by a transporter permitted under Part 364.

Sample "c7" Notification for Non-Households Participating in Municipal Used Electronics Collections

This form may be used by non-households when used electronics are collected or brought to a municipal used electronics collection event or location and subsequently sent to a used electronics recycler or dismantler. This form should be submitted before participating. An updated form should be resubmitted if information on the form changes. Municipalities may customize the forms by putting in municipal and recycler information. Original customer signature and customer contact information is required, but the forms may be submitted by the municipality.

Date: _____

To: Waste Determinations and Analysis Section
Division of Solid & Hazardous Materials
NYS Department of Environmental Conservation
625 Broadway, Albany, NY 12233-7251

Re: C7 Notification for Used Electronics Recycling

Please be advised that _____
(Company or institution name)

(Address)
intends to use the scrap metal exemption of 6 NYCRR 371.1(g)(1)(iii)(b) for certain used computer monitors, peripherals, central processing units, or other used electronics items that will be brought from the above address to

(Municipal agency name and address)

There the items will be further packaged and sent to

(Recycler name and address)

where they will be dismantled for recycling.

Please contact _____

(Print name and title of company representative)

at _____ if you have any questions.

(Phone number)

Sincerely,

(Signature of company representative)

Mail or fax the completed notification form to the address listed above, or fax to (518) 402-9024 Attn: Waste Determination and Analysis Section.

Please call (518) 402-8633 if you have any questions about how to complete this form.

Sample "c7" Notification for Municipalities

This form may be used when used electronics are collected by a municipality and subsequently sent to a recycler or dismantler that has a c7 notification on file with NYSDEC. This form should be submitted before the first used electronics collection event. An updated form should be resubmitted if information on the form changes.

Date: _____

To: Waste Determination and Analysis Section
Bureau of Hazardous Waste Regulation
Division of Solid & Hazardous Materials
New York State Department of Environmental Conservation
625 Broadway, Albany, NY 12233-7251

Please be advised that

(Agency name)

(Event street address; attach a list if events will be held at multiple locations)
intends to use the scrap metal exemption of 6 NYCRR 371.1(g)(1)(iii)(b) for certain used computer monitors, peripherals, central processing units, or other used electronics items that will be collected from _____,

(Describe type of customers - household, CESQG's, etc.)

sorted, packaged, _____,

(Describe any additional handling that the agency will take)

and shipped from the above address to:

(Dismantler or Recycler Company Name)

(Dismantler or Recycler Address)

where the items will be dismantled, with scrap metal pieces obtained during the dismantling routed to _____

(Name of scrap metal recycling company who will receive the scrap metal pieces)

(Address of scrap metal recycling company)

Please contact _____

(Print name and title of municipal or event host's representative)

at _____ if you have any questions.

(Phone number)

Sincerely,

(Signature of municipality or host's representative)

Mail or fax the completed notification form to the address listed above, or fax to (518) 402-9024 Attn: Waste Determination and Analysis Section.

Please call (518) 402-8633 if you have any questions about how to complete this form.