



E-Cycle Wisconsin

Guidance on Reporting Requirements for Registered Recyclers

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Purpose

This document provides guidelines on recordkeeping and reporting requirements for recyclers registered with the E-Cycle Wisconsin program.

Background

Under s. 287.17(8)(b), Wis. Stats., recyclers registered with E-Cycle Wisconsin are required to maintain records of sources of eligible electronic devices (EEDs) collected in Wisconsin for recycling on behalf of a registered manufacturer. No later than Aug. 1 each year, recyclers must report to the Department of Natural Resources the total weight of those EEDs collected and the name of the manufacturer(s) for which they were recycled.

Recyclers must also provide a mid-year report to the DNR no later than Feb. 1. The mid-year report contains the total weight of EEDs collected for the first six months of the program year on behalf of registered manufacturers or in anticipation of attributing them to a manufacturer.

The DNR allows registered recyclers to purchase and sell EED pounds to each other if both the buyer and seller notify the DNR in writing prior to submitting their annual reports. The weights of EEDs sold or purchased and the name of the recycler(s) selling or purchasing the pounds must be included in the annual report. For more information, see [Guidance on Sale of EED Pounds Among Registered Recyclers \(http://dnr.wi.gov/files/pdf/pubs/wa/wa1476.pdf\)](http://dnr.wi.gov/files/pdf/pubs/wa/wa1476.pdf).

Reporting Guidelines

1. Recyclers processing EEDs on behalf of a registered manufacturer, or in anticipation of selling pounds to a registered manufacturer, must be registered under E-Cycle Wisconsin.
2. All EEDs reported must have been received from Wisconsin households or covered schools, or from those groups through registered E-Cycle Wisconsin collectors.
3. Recyclers must provide a description of the procedures used to ensure that EEDs from Wisconsin households and schools are tracked separately from other devices or electronics from other sources (businesses, institutions, etc.).
4. If recyclers receive devices from both urban and rural counties, the weights received must be tracked separately. To determine county status, check the map available at: <http://dnr.wi.gov/topic/ecycle/documents/countiesmap.pdf>. Pounds collected from rural counties are multiplied by 1.25 to give incentive for collecting in underserved areas.
5. Recyclers must provide the total weight of EEDs received from registered collectors under E-Cycle Wisconsin that were diverted for reuse/refurbishment, rather than recycled; the total weight of materials derived from EEDs that the recycler sent to another person for use in a manufacturing process or for recovery of useable materials; and the total weight of materials derived from EEDs that the recycler sent to be disposed of in a solid waste disposal facility or burned at a solid waste treatment facility because the materials could not be recycled or reused.
6. The EED pounds must be recycled according to all E-Cycle Wisconsin program requirements.

Reporting Recycled EEDs

By Aug. 1 each year, E-Cycle Wisconsin recyclers need to re-register and complete an annual report using the DNR's online reporting system. The recycler must report the weight of EEDs received from registered collectors (including the weight it took in as a collector if applicable), the weight of EEDs bought/sold from other recyclers and the weight

E-Cycle Wisconsin Definitions

Eligible electronic devices (EEDs) include desktop, laptop and tablet computers; desktop printers; TVs and computer monitors with displays at least 7" in the longest diagonal direction; computer peripherals; fax machines; DVD players and VCRs. Only electronics from Wisconsin households, K-12 public schools and Parental Choice Program schools are eligible.

A recycler accepts EEDs from Wisconsin households, covered schools or registered collectors for the purpose of recycling. **Recycling** means preparing EEDs for use in manufacturing processes or for recovery of useable materials and delivering the materials for use.

For complete definitions, see s. 287.17(1), Wis. Stats.

recycled on behalf of registered manufacturers. The tables below show how recyclers will need to report these weights in the form. The online system will automatically calculate totals. Pounds diverted for reuse and sold to other recyclers will be subtracted from the total pounds eligible for manufacturer purchase.

Pounds of EEDs received				
Collector name	Pounds from urban counties	Pounds from rural counties	Rural weight x 1.25	Total pounds (urban weight + rural weight x 1.25)

Pounds of EEDs included in above totals and diverted for reuse/refurbishment: _____ pounds

Pounds of EEDs purchased from another recycler				
Seller name	Pounds from urban counties	Pounds from rural counties	Rural weight x 1.25	Total pounds purchased (urban weight + rural weight x 1.25)

Pounds of EEDs sold to another recycler				
Buyer name	Pounds from urban counties	Pounds from rural counties	Rural weight x 1.25	Total pounds sold (urban weight + rural weight x 1.25)

Pounds of EEDs recycled on behalf of a manufacturer				
Manufacturer name	Pounds from urban counties recycled	Pounds from rural counties recycled	Rural weight x 1.25	Total pounds recycled (urban weight + rural weight x 1.25)

Mid-year Report

The tables below show the information that recyclers will need to provide on their annual mid-year report, due Feb 1. Totals on this report cover July 1 to Dec. 31.

Pounds of EEDs received for recycling on behalf of a manufacturer				
Manufacturer name	Pounds from urban counties recycled	Pounds from rural counties recycled	Rural weight x 1.25	Total pounds received (urban weight + rural weight x 1.25)

Pounds of EEDs received that may be attributed to a manufacturer (exclude pounds counted above)				
Pounds from urban counties	Pounds from rural counties	Rural weight x 1.25	Total pounds received (urban weight + rural weight x 1.25)	



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