

Tips for setting up your own e-cycling event...

1. Finding an e-cycler

It's not as hard as you might think. First check with your state and local solid waste officials or Department of Environmental Quality. Another source can be found on the Internet at this site maintained by the National Safety Council:

<http://www.nsc.org/ehc/epr2/cntctlst.htm>

When selecting an e-cycler you should consider the following:

- Does the electronic recycler have a licensed facility in your state or a state near you?
- Check to ensure the e-cycler doesn't permit exportation of hazardous materials or e-waste to third-world countries, or use other unapproved and/or unprotected workers such as prison labor. Exporting the hazards is unethical and obviously doesn't solve the problem.
- Check to see that the e-cycler has insurance in case there is accidental damage done to the environment.
- Check to see if the e-cycler is "Performance Bonded" – which means there is money set aside to help pay for cleanup if an accident does occur or if the business fails to comply with local, state or federal regulations for e-waste processing. Bonding is further evidence that your chosen e-cycler will actually dispose of your e-waste properly, and if they don't, they may be closed down by the state. In either instance, bonding ensures that you are not liable for any items you e-cycled that may not have been disposed of properly.
- Check to see if the e-cycler has any references available
- Check to see if the e-cycler provides safety training for its employees and has a medical surveillance program.

Other things to consider:

- Does your e-cycler provide certificates indicating proper disposal of their items for its customers?
- Does your e-cycler provide a traveling or other type of scale or do you need to find a site with one? Does the scale to be used meet your state's regulations? (In Montana, scales are regulated by the Department of Agriculture.)
- And, of course, what does it cost? What is included in addition to the recycling? (i.e. labor, equipment, transportation, etc.) Does your e-cycler provide special rates for community events?

2. Getting additional help / support for your event

- Contact local agencies working with safety and solid waste, examples may include Local Emergency Planning Committees. Community volunteer groups and civic organizations may also be willing to help with your program.
- Contact local government officials to get their support, including city and county commissioners, landfill operators, county sanitarian, public works director, public health officials, etc.
- Contact the Montana Department of Environmental Quality, or your state's equivalent and ask if they have a Recycling Program Director that can help guide you. They will be able to tell you what regulations pertain to your event and whether you need a permit.

e-raise your
e-waste!



3. Planning your e-cycling event

- There is no one way to do e-cycling in a community. You can open your event to everyone or you may decide to target your local business community or further narrow your target to certain large electronics users, such as schools, government offices, or health facilities.
- You will also need to decide where to hold your e-cycling day and whether you will collect only on a specific date or dates, or whether you will accept items earlier at specific locations. If you allow people to bring items earlier, you will need to decide where to hold those items for your e-cycler, perhaps at the local landfill or a particular location in town.
- You will also have to determine how payment is to be made. Will community members pay for their own waste or will you apply for grants to pay for all collected items?
- Answering the above questions will help you decide the dates and times for your event and what products you will accept and if any user fees are to be charged.
- On the day of the event you may find it helpful to have the following available:
 - Greeters/traffic management
 - Hand-counter (clicker) to keep track of number of participants
 - Cash box, if drop off fees are collected (e-cycler responsibility).
 - Extra pallets, gaylords, trailer space for the days collections, again your e-cycler will help determine what's needed.
 - You may also want to measure what and how much was recycled for your own records. How much was waste? How much of each type of material was recycled (TV, and computer monitors, printers, etc.)

4. Ideas for educating the public / publicizing your event

Because e-cycling is still relatively new, you may wish to hold one or more informational meetings prior to your actual collection date to allow interested individuals to ask questions regarding e-waste and e-cycling. These meetings also give you an opportunity to more fully explain the plans for your upcoming e-cycling day and discuss what items are being accepted, etc. It may also help you gauge public interest to know whether you might have larger than expected crowds and need to plan accordingly.

As you prepare for the big day let everyone know about your effort. Publicize it in your local media (newspaper, radio and TV), pass out brochures or flyers and hang posters. (See our enclosed samples for ideas. Templates are also available at www.sidney.ars.usda.gov if you find them helpful.) Include contact information on all your publicity materials for interested parties to find out more details. If funds are available, you may consider paying for print or broadcast advertising as well. You may also target potential business participants with a letter campaign, or include information in a local Chamber of Commerce or other pertinent organization newsletter. Organizers may also request to speak to community groups prior to the event.

NOTE: Be sure to make it clear **BEFORE** your event if there will be a charge for e-cycling items and how much. In some states, like Montana, there is as yet no fee to dispose of obsolete electronic waste in local landfills. Some individuals may feel misled if you aren't up front about that fact.