



## **LUZERNE COUNTY**

Solid Waste Management Department  
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DATE: January 4, 2019  
TO: Elected Municipal Officials, Secretary/Administrators and  
Recycling Coordinators  
FROM: Elizabeth M. DeNardi- Recycling Coordinator  
Luz. Co. Recycling Office  
SUBJECT: 2019 ELECTRONICS RECYCLING PROGRAM

### **MEMORANDUM**

The Luzerne County Recycling Office (LCRO) would like to assist any/all municipalities in sponsoring their own electronics recycling program. We are prepared to reimburse each town up to 50% of their costs or \$10,000.00 (ten thousand dollars), whichever is less, towards these collections.\* Costs eligible for reimbursement include equipment, labor and material supplied by the vendor. Additional financial assistance provided by a separate state grant for advertising costs may also be obtained through this office by participating municipalities (limitations may apply). Luzerne County will only reimburse for televisions and electronic products listed on "Attachment B" provided. Charges for any items collected at these sites that are not on the attached list will not be eligible for reimbursement.

Individual collections offer many advantages to residents including shorter lines and less distance traveled to participate. Municipalities that hold these collections can also control costs better by setting their own charges on certain items collected, instead of working through the vendor. Pallets and boxes can be delivered for the collection in advance. Once the boxes are filled, they should be stacked on pallets and shrink wrapped. Municipalities will be charged a flat fee for each truck needed in addition to a unit cost per pound when the material is picked up by the vendor. Additional requirements may be a loading dock area, fork lift or pallet jack to be available when items are picked up. Added events yield opportunities to increase the tonnage recycled and potentially, the money earned by a municipality. The choice is up to each borough, city or township that decides to hold an electronics recycling event.

\*(In the event that municipalities want to hold a joint collection the cost allowed per town will be reduced accordingly unless these municipalities were previously combined for state reporting, registering or reference purposes.)

The Luzerne County Recycling Office is available during regular business hours to answer any questions or concerns regarding these events. I am willing to offer my assistance to any municipal collection on the day of your event provided your request is received at least two weeks prior to the event.

This program is strictly on a **volunteer** basis. Remember...recycling is a Win-Win-Win proposition – municipalities can improve service to their residents and protect the environment by eliminating the need for illegal disposal of electronics.

NOTE-Nothing in this offer obligates the County to provide funding to municipalities above the limits described herein.

### **WHO IS ELIGIBLE?**

Any municipality in Luzerne County that holds an electronic recycling collection event for their residents during the period **March 2, 2019** through **December 7, 2019**. Registration forms from Luzerne County, (Attachment C) and the “Municipal Electronics Collection Registration” form, (from DEP) must be completed and submitted to DEP and the Luzerne County Recycling Office for approval by both, before a collection is held.

### **HOW DO YOU RECEIVE PAYMENT?**

Please send or deliver a copy of your paid invoice(s), a copy of the check used to pay the vendor **and “Attachment B”**, (complete questions #1 through #4 only), to the Luzerne County Solid Waste Management Department as proof that an electronics recycling program had been established. A copy of the invoice from all advertising and a copy of the check used to pay for it will be required for up to 80% reimbursement for advertising. A check will be issued to the municipality for the full amount of qualifying expenses.

### **MUNICIPALITY’S RESPONSIBILITY**

The municipality will be responsible for;

- Directly contacting the qualified recycling vendor. (The enclosed list includes only but not all qualifying vendors. Other vendors may be qualified but not listed).
- Supplying the list of items that will be accepted for the electronics collection.
- **REGISTER WITH DEP** and obtaining advance approval for the event from DEP and any other local agencies from which it may be required. **All electronic recycling collections must be registered with DEP regardless of whether or not if you are taking advantage of the county financial assistance program. Both DEP and County approvals are required for reimbursements.**
- **Any and all municipalities that hold electronic events must receive weight slips for materials that are collected.** This serves a two-fold purpose by providing weights recorded on invoices needed for the annual report and also ensuring that the items collected are being processed according to regulations.
- Schedule date(s) and hours of operation for event(s).
- Event may be held at municipal drop-off centers, church or school parking lots, or any location deemed sufficient to accommodate trucks and vehicles for individual collections. Please note that reimbursement will **not** be given to municipalities holding events at established recycling company premises.

- A copy of any paid advertising receipts including newspapers, posters or flyers, copies of the checks used to pay them and a tear sheet from any newspaper advertisements. Newspaper ad must include day, date and name of paper. (Local papers will gladly send tear sheets via email if requested).
- Completed documentation or verification forms listing weights and quantities provided by the vendor (form enclosed for **vendor** to complete and return to you). (**Attachment B- Mid-Atlantic States eCycling Project**) This form must be completed by vendor and submitted with copies of invoices, checks and advertisements for reimbursements.
- Completing and returning to this office the “**COUNTY FORM** titled-**ELECTRONICS RECYCLING EVENT-2109**” (**Attachment C - Municipal Electronics Collection Registration**) form prior to your collection event in order to be registered with this office for reimbursement. (Document enclosed).
- Completing and returning to this office the **2500-FM-BWM0612** entitled “**Commonwealth of Pennsylvania Department of Environmental Protection Bureau of Waste Management**” FORM titled- (**Municipal Electronics Collection Registration**) form prior to your collection event in order to be registered with this office for reimbursement. (Document enclosed).
- A letter to this office containing a brief explanation of how your program is being conducted. This must be on your municipal letterhead, signed and dated by a municipal official. All multi-municipal programs must include this information for each participating municipality in order to be eligible for reimbursement. Please include collection site address and hours of operation for the event.

You will be notified by this office regarding approval and eligibility within one week following receipt of your completed application.

The collection site must be staffed and hold regular business hours. Days and times of events are at the discretion of each municipality. All weight slips received from the recycling vendor must be retained by the participating municipality for the purpose of reporting collected materials. There are no restrictions as to how many collection events each site may hold however, you may only apply for the reimbursement one time during the specified annual period.

As always, educating and informing residents is paramount to the success of any recycling program. The Luzerne County Recycling Office will assist all forms of advertising to promote your program including listing the event on the county website.

**\*\*\*\*Every municipality that holds an electronics collection whether registered with this office or independently run must keep track of what is collected for recycling.**

# Acceptable CEM for Collection – (Attachment A)

Answering machines  
C D Players  
Camcorders  
Cameras  
Cell phones  
Cordless phones  
Copiers  
DVD players  
Duplicators  
Fax machines  
Gameboy  
Hard drives  
Laptops  
Mainframe computer equipment  
Microwaves  
MP#3 PLAYERS  
Modems  
Nintendo  
Notebooks  
Pagers  
Personal computer (CPU, monitor, keyboard, mouse, and peripherals)  
Play station  
Printers  
Printed circuit boards  
Radios  
Remote controls  
Tape players  
Satellite receivers  
Scanners  
Servers  
Shredders  
Speakers  
Stereos  
Televisions  
Telephones  
Testing equipment  
Transparency makers  
Typewriters  
Uninterrupted power supply (UPS) systems  
VCRs  
Wii  
Word processors  
X-Box

# Luzerne County Recycling Office Registration Form (Attachment C)

## Municipal Information ELECTRONICS RECYCLING EVENT – 2019

Name of Municipality:	
Address:	
Contact Name:	
Office Phone #:	Cell Phone #:
Email address:	

### Electronics Event Information

Name of facility where e-cycle will be collected:	
Facility Address:	
Collection Hours:	
Anticipated Date(s) of Event:	Facility Phone Number:

### Your Vendor Selection

Vendor Name & Address:	
Vendor Contact Person:	Office Phone: Cell Phone:
Vendor Email Address:	

**Please attach the list of acceptable items the vendor will be collecting on the selected day of your event.** Note: Form must be approved by the Luzerne County Recycling Office

**before** a check will be issued. Please complete form and return to: Luzerne County Recycling Office, 200 N. River Street, Wilkes Barre, PA 18701.

## **Qualified Recycling Vendors to call:**

1. AERC Recycling Solutions  
Allentown  
Phone: (610) 797-7608, Xt.7621
2. RRS-Responsible Recycling Solutions  
Kutztown, PA19530  
Phone: (484) 641-5156
3. eLoop LLC  
2010 Borland Farm Rd.  
Export, PA 15632  
Phone: (724) 519-7646
4. GER Solutions, LLC  
795 Roble Road  
Allentown, PA, 18109  
Phone: (610) 443-1776
5. FCI Schuylkill (UNICOR Recycling)  
Interstate 81 & Route 901  
Minersville, PA 17954  
Phone: (570) 544-7331

Helpful hints for holding an electronics collection:

Be very clear on what the vendor you choose accepts for your collection.

If the vendor has a list make sure it coincides with what you are accepting.

Advertise, advertise, advertise-be sure to get the word out to your residents.

Multiple ads should all be the same. (ex. What is accepted, dates, hours of collection)