



E-Cycle Wisconsin

Instructions for Collector Registration and Annual Report (Form 4400-257)

Who needs to complete this form?

You must be a registered collector to receive electronics from households and schools that will receive manufacturer credit under E-Cycle Wisconsin. Collectors must re-register and provide information on activities during the previous program year by Aug. 1 each year.

For the purposes of E-Cycle Wisconsin, a **collector** is defined as a person/entity that accepts eligible electronic devices (EEDs)¹ from Wisconsin households, K-12 public schools or Parental Choice Program schools and delivers or arranges for the delivery of the devices to a registered recycler. In some cases, registered collectors may send EEDs to another registered collector for consolidation before transporting to a registered recycler.

This form **ONLY** covers your locations and operations that are part of E-Cycle Wisconsin. If you have other collection or recycling operations, you should not include information about them on this form.

SECTION 1: FACILITY AND CONTACT INFO

Answer the first question at the beginning of this section to indicate whether you want to re-register as a collector. If you do **NOT** wish to re-register as a collector for the next program year, you will be able to skip the rest of sections 1 and 2.

Unless you are also a registered recycler, you will need to answer a second question about whether you received eligible electronic devices from other registered collectors during the previous program year. If your answer is **no**, section 3 of your form (the reporting section) will appear the same as it has in previous years.

If your answer to this question is **yes**, you will need to provide some additional detail in section 3A about who you received eligible electronics from and whether you dismantled them or sent them to other recyclers. For more information, see the DNR's [Guidance on Reporting and Recordkeeping for Recyclers and Collectors Working with Other Collectors](#).

Collectors that are not also registered as recyclers need to answer a second question in this section, about whether you received electronics from other registered collectors during the previous program year. If the answer is **yes**, you will need to provide additional details in section 3. **It is important that you answer this question and Save/Validate Section 1 before moving on to the rest of the form.**

The contact information in this section is no longer editable. Please contact us at DNRWae-cycling@wisconsin.gov if you need to update any of this information.

SECTION 2: COLLECTION PROGRAM INFO

A. Collection Sites

Review and update the list of sites at which you collected electronics during the previous program year and at which you plan to collect during the current program year. If you haven't yet confirmed a site, leave it out and contact us at DNRWae-cycling@wisconsin.gov when you have the information.

¹ EEDs include: TVs, computer monitors and e-readers with a screen at least 7" in the longest diagonal direction; desktop, laptop, netbook and tablet computers; desktop printers (including 3-D printers and printer-fax-copier combos); computer peripherals such as mice and keyboards; DVD players; VCRs; DVRs; and fax machines. For complete definitions, refer to s. 287.17(1), Wis. Stats.

The DNR maintains a list of these sites on our website, with the instructions that households and schools should contact collectors directly to find out about hours of operation, restrictions, fees and other information.

Please make sure there is a valid **street address** for each collection site if at all possible. This will help the public find your location using the DNR's online list.

If entering a new site:

- For phone number, list the number most appropriate for members of the public to call to get more information about site hours, materials accepted, etc.
- Check the appropriate box to indicate whether a site is a permanent collection facility/site, a one-day collection event or another temporary site (for example, one that is open only part of the year or for very limited hours). List each one-day event separately, even if there is more than one at the same site.
- If you are entering information for a one-day collection event, enter the event date and the start and end times. You can also choose when the site will appear on the DNR website. The default is the date you're entering the information, but if the event is many months away, you can choose a later date.
- Use the Notes field to add brief information to display to the public on our collection site list. This could include restrictions (such as a site only being open to residents of a certain municipality) or pricing details.
- For permanent or other temporary sites, enter the date you started or plan to start collecting at that site under the E-Cycle Wisconsin program. If you know you will stop using the site at some point during the program year, you can also add an end date.
- If the collection site or event has a different website than the one you've listed in Section 1, enter the site-specific website, which will appear on the DNR's public list.

If you are no longer using a site you previously registered and want to remove it from the list, you will be asked to enter the date you stopped collecting at that site. This allows us to track where electronics were collected during a given program year. You will still see the site on your list of collection sites if you collected there during the previous program year.

B. Materials Collected

The DNR includes this information on our list of collection sites to make it easier for the public to find recycling opportunities and to help collectors get only the material they can handle. Check the materials you accept and the groups from which you accept them.

SECTION 3: ANNUAL COLLECTION DATA

If you registered as a collector during the previous program year but did not end up collecting eligible electronic devices (EEDs) under the program, check the box at the top of this section. You will then be able to save and validate section 3 and go on to section 4.

Use this option **ONLY** if you did not collect any EEDs from households or schools, or receive them from other collectors. If you collected EEDs and sent them to a registered collector or recycler, you should complete this section even if you did not receive reimbursement or a price break for recycling the EEDs.

You will see a different view of section 3A if, in section 1, you indicated that you received EEDs from other collectors during the previous program year.

A. Weights of EEDs Collected—Did Not Receive Electronics from Another Collector

If you sent EEDs to one or more registered E-Cycle Wisconsin recyclers or collectors, enter the pounds sent to each recycler/collector.

- If you collected EEDs from households and schools in both urban and rural counties, break the pounds out by these two categories. If you did not track this, enter all pounds as urban.
- Map of urban and rural counties under E-Cycle Wisconsin:
<http://dnr.wi.gov/topic/Ecycle/documents/countiesmap.pdf>

If a recycler you worked with during the past program year is not in the drop-down list of registered recyclers, and was also not on the drop-down list of registered collectors, enter the weight of EEDs you sent to that recycler in the separate box for **pounds sent to non-registered recyclers**. You do not need to break this number out by urban and rural counties.

If you collected EEDs from **covered schools**, please also enter the approximate weight you collected from the schools. You should have already included this weight in what you entered above, but we are trying to get a sense of how much of the EEDs being collected are coming from schools. If you did not collect electronics from schools or do not know the amount from schools, leave this blank.

Enter a brief description of how you make sure that only EEDs from Wisconsin households and covered schools are counted in your totals. If you accept electronics from businesses or accept devices not counted as EEDs, describe how you keep the eligible and non-eligible devices separate.

For example:

- We limit our collection site to residents of our community only and do not allow businesses to use the site.
- We ask each customer whether the electronics are from a home, school or business and put them in separate, labeled containers.

A. Weights of EEDs Collected—Received Electronics from Another Collector

If you answered yes to the question in Section 1 about whether you received eligible electronic devices from other registered collectors during the previous program year, this section will ask for some additional detail in section 3A about who you received eligible electronics from and whether you dismantled them or sent them to other recyclers. For more details on the recordkeeping requirements for collectors in this situation, see the DNR's [Guidance on Reporting and Recordkeeping for Recyclers and Collectors Working with Other Collectors](#).

You will first enter the weights of EEDs that you collector yourself and the weights you received from other registered collectors. For each entry, select the collector name and enter the urban and rural pounds. Once you have entered all of your "incoming" weight, you will enter the pounds of eligible electronics that you:

- dismantled under your own operation (e.g., if you took apart computer towers);
- sent as whole devices to someone other than a registered recycler (e.g., laptops you sent to a refurbisher); and/or
- whole devices you sent to a registered E-Cycle Wisconsin recycler or collector (you will be asked to select the recycler/collector name from a drop-down list).

If you did not do one or more of these (e.g., you did not send devices to a non-registered recycler), you can enter a 0.

If the weight of EEDs you received differs from the weight you dismantled or sent to other recyclers by more than 100 pounds, you will be asked to provide a brief explanation of the discrepancy.

Finally, enter a brief description of how you make sure that only EEDs from Wisconsin households and covered schools are counted in your totals. If you accept electronics from businesses or accept devices not counted as EEDs, describe how you keep the eligible and non-eligible devices separate.

For example:

- We limit our collection site to residents of our community only and do not allow businesses to use the site.
- We ask each customer whether the electronics are from a home, school or business and put them in separate, labeled containers.

B. Collected Materials Breakdown (optional)

If you or the collector/recycler you work with keep records on the types of electronics collected, please provide this information. We would like to track five main categories of material:

- Televisions
- Desktop printers/printer combos
- Computer monitors

- Computers (all, including desktop, laptop and tablet)
- Other EEDs

This will help us compare electronics recycling in Wisconsin with other states and track changes in the electronics waste stream. If you don't have this information, leave this section blank. If you know it for some, but not all, of the categories, enter the information you do have.

C. Collection Fees

To help us understand the economic impacts of the electronics recycling law and market changes over time, we are asking for information on the fees collectors charge to recycle electronics under E-Cycle Wisconsin.

If you charge fees (including fees that are offset by coupons or other rebates/discounts), check Yes and then provide information on the types of fees you charge.

A second question asks you to indicate whether you limit the number of EEDs households or schools may bring in to recycle at one time.

SECTION 4: CERTIFICATIONS

You must be able to truthfully check all of the certifications boxes to be a registered collector. If you have questions about the requirements for electronics collectors, you can refer to <http://dnr.wi.gov/topic/ecycle/collectors.html> or contact us at DNRWae-cycling@wisconsin.gov.

If the person listed as your contact in section 1 is not the person signing the form, enter the name and title of the person who will be signing.

After submitting your form online, be sure to print a hard copy and mail the last page, with the appropriate signature, to the address provided. You will receive an e-mail confirming you have submitted your form.